MacSpeech® Dictate

User Manual

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And of course, thanks to everyone who has ever been involved with MacSpeech. MacSpeech Dictate certainly wouldn't be here without all your hard work and support!

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Chapter 1: Introduction

What Is MacSpeech Dictate?

MacSpeech Dictate is a new way to interact with your Mac. Instead of typing your input, and clicking your mouse for commands, now you can dictate your input and speak your commands.

When you dictate words and phrases, what you say will appear on the screen, in virtually any Macintosh application. The technology that enables this amazing feat translates speech to text and characters almost anywhere you would normally type.

MacSpeech Dictate can be used as a "third hand" to control your Mac without using the mouse or keyboard. Speaking to your computer is faster and can help you accomplish tasks more easily than constantly moving your hands from keyboard to mouse.

MacSpeech Dictate is *speaker dependent* speech recognition software. This means that in order to recognize your speech so accurately, MacSpeech Dictate will be trained to recognize your unique speech patterns.

Fortunately, MacSpeech Dictate is a quick learner. Initial training can happen in a few short sessions, and the program continues to learn as you go. Training data is stored in a profile along with other things such as the type of microphone you are using. MacSpeech Dictate can handle multiple profiles, so others in your family or workgroup can use it, too (on the same computer).

Who Should Use MacSpeech Dictate?

MacSpeech Dictate works well for many different people. For a busy Mac user, MacSpeech Dictate can speed up work when creating documents such as memos, reports, and e-mails, or surfing the web and chatting.

Creative Professionals will love MacSpeech Dictate's ability to control the Mac interface, effectively allowing them to use their voice as a "third hand." MacSpeech Dictate can help overcome mobility problems that make using a keyboard difficult or impossible to use. Finally, those who have little or no typing skills will benefit from MacSpeech Dictate's ability to free them from the "hunt and peck" method of typing.

No matter what type of user you are, you need to spend a little time teaching MacSpeech Dictate the unique qualities of your voice so the program can understand you better. As you use MacSpeech Dictate it learns how your voice sounds, your vocabulary and how you pronounce things. The more you use the program, the better it will become at recognizing your speech.

Will MacSpeech Dictate Replace My Mouse And Keyboard?

Speech is a useful addition to the way you work with your computer, but it isn't a replacement. Some tasks will still be efficiently performed using your mouse or keyboard. While using MacSpeech Dictate, you will discover what combination of speech, mouse, and keyboard use is appropriate for your tasks.

Who Is MacSpeech, Inc.?

MacSpeech, Inc. people are passionate about the Macintosh and experienced creators of speech recognition technology. MacSpeech's founder and senior engineers were key members of the teams that produced some of the first and some of the best speech recognition products for Macintosh, including Voice Navigator, PowerSecretary and iListen.

Being Mac-only means not having hands and creativity tied by a requirement to maintain a common code-base across computer platforms. As a uniquely Macintosh-based company, MacSpeech, Inc. can take advantage of all the Macintosh has to offer.

MacSpeech Dictate System Requirements

MacSpeech Dictate has the following minimum system requirements:

- Mac OS X version 10.5.2 or greater ("Leopard")

  or Mac OS X version 10.4.11 or greater ("Tiger")
- 1GB (or more) RAM.
- Intel processor-based Mac.
- 2GB of free hard drive space.
- A MacSpeech-certified USB noise-canceling microphone.

Speech recognition takes a lot of horsepower. In order to decipher what you are saying, your Mac needs to perform thousands of calculations every second. Slow machines just can't keep up with the demand. So if you ever needed a reason for buying that new top-of-the line computer with loads of RAM, now you have one.

Microphones

MacSpeech Dictate supports microphones which connect to the Macintosh through the USB port, either directly or through a USB adapter.

Although today's Macintosh computers appear to have a port for sound input, this only works with devices that provide a LINE IN signal, which is different from the signal produced by a microphone. For this reason, you should use a high quality, noise-canceling USB microphone with MacSpeech Dictate.

Tip

For best results, use a MacSpeech-certified microphone. The iSight and the internal microphone built into some Macintosh computers are not supported because these do not have the necessary directional and noise-canceling properties that are required to obtain the best speech recognition accuracy.

If you already have a noise-canceling microphone that is not MacSpeech-certified, don't panic; it may work. Dictate's Microphone Setup assistant can adjust the audio input level of most microphones to work with your system.

If you use a microphone that is not MacSpeech-certified and are getting accuracy below 95%, it is a good indication the microphone you are using is not compatible with MacSpeech Dictate.

If you received your microphone from MacSpeech along with MacSpeech Dictate, it is certified to work with the software. For information on microphones, please see the MacSpeech Web site at:

http://www.macspeech.com/microphones

MacSpeech Dictate's User Interface

By design, MacSpeech Dictate has a user interface that tries to stay out of the way. The small **Status** window provides control over the program's main actions. The **Recognition** window indicates what Dictate heard you say, and enables the **Phrase Training** feature. The **Available Commands** window shows which commands are available at a specific point in time.

The MacSpeech Dictate Status Window

The **Status** window is MacSpeech Dictate's main interface. This window floats on top of all the other windows on your screen, so it is always available to you. The **Status** window may be small, but it packs a surprising amount of information, as shown in Figure 1-1.

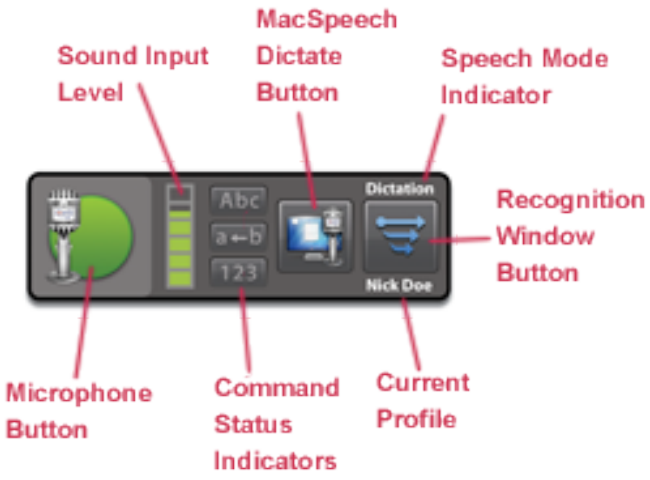

Figure 1-1

The microphone button indicates your microphone's status, and controls whether it is on, off, or asleep:

- When the microphone is on, the button will show a green circle behind a microphone. The command **Microphone Off** or clicking the button will turn the microphone off. The command **Go To Sleep** will make it asleep.
- When the microphone is off, the button will show a red octagon in front of the microphone. Click the button to turn the microphone on.
- When asleep, the button will show a purple oval. The commands **Wake Up** or **Turn Microphone On,** or clicking the button will turn the microphone on.

Sound Input Level

The sound input level displays the strength of the audio input. In general, this should be green with a little bit of black space at the top when you are speaking.

Command Status Indicators

The command status indicators display the status of certain commands. The top light is for capitalization commands (**All Caps**/**Caps**/**No Caps**), the middle light for spacing commands (**NoSpace)**, and the bottom light for numeral commands (**Numeral/Roman Numeral)**.

MacSpeech Dictate Button

When pressed, the MacSpeech Dictate button will bring the application to the front, just like clicking the MacSpeech Dictate icon in the Mac OS X Dock.

Speech Mode Indicator

The speech mode indicator text in the top right of the status window tells you MacSpeech Dictate's current mode. It will say either "Dictation", "Command", "Spelling" or "Asleep."

Recognition Window Button

The recognition window button (picture of branching arrows) is highlighted when there is a dictated phrase with multiple recognition options available in the Recognition window.

Current Profile

The current profile text in the bottom right of the status window is the name of the currently active user profile.

The Recognized Text Indicator

As you speak, the words as MacSpeech Dictate recognizes them appear below the **Status** window in white, shadowed text. Whether this text appears is determined by whether the **Show "Recognized Text"** preference is checked in **General Preferences**. The default is for the text to appear.

The Recognition Window

The **Recognition** window (Figure 1-2) shows Dictate's recognition of the words you dictated. This window will appear dynamically during dictation depending on how the Recognition Preferences are set. It includes a list of close alternatives to choose from in case the program doesn't recognize your most recent word or phrase.

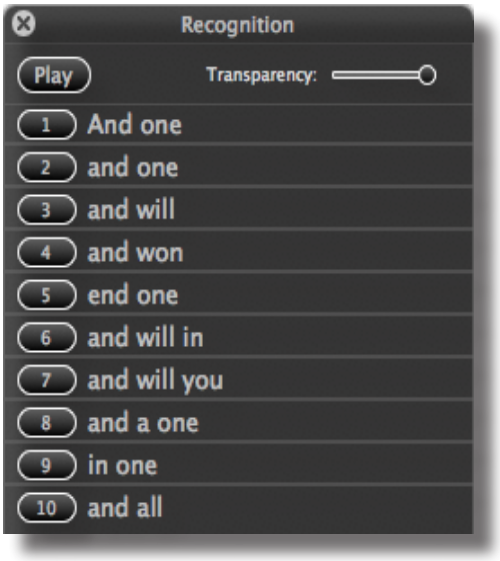

Figure 1-2

You can pick one of these options by saying "**Choose <x>**" or "**Pick <x>,**" where <x> is the number of most accurate option.

Each time you do this will activate the **Phrase Training** feature which helps Dictate continually learn more about your speech.

The Available Commands Window

The **Available Commands** window (Figure 1-3) provides a list of commands that are available to be spoken. This list varies depending on what is happening on the screen. You will see different lists of available commands in this window as the context changes.

Typing a word or phrase in the Search field in this window will limit the display to only the commands containing that word or phrase.

Available Commands
Dictation Commands
Built–in dictation commands
– Capitalize The Word[s] "text" [Through/To "text"]
– Train The Word[s] "text" [Through/To "text"]
– Delete The Word[s] "text" [Through/To "text"]
– Insert After The Word[s] "text" [Through/To "text"]
– Insert Before The Word[s] "text" [Through/To "text"]
– Lowercase The Word[s] "text" [Through/To "text"]
– Select The Word[s] "text" [Through/To "text"]
– Uppercase The Word[s] "text" [Through/To "text"]
– No Space
– No Space On/Off
– Move Backward/Forward 1–99 Words
Globals
About this Application
Access Find Window
Bold That
Bring Dictate to the Front
Cache Document
Cancel This Operation
Capture Screen
Capture Selection
Command Mode

Figure 1-3

User Modes

The specific things you can do using speech vary widely, but they boil down to two main things: entering text and controlling your Macintosh. In order to accomplish these tasks, MacSpeech Dictate provides you with the following operating modes:

Dictation Mode

You will probably use **Dictation Mode** the most. In **Dictation Mode**, MacSpeech Dictate types what you say into a text area in the active window. That text area can be in a word processing document, a text field in a dialog box, or even text that renames icons in the Finder.

All commands available in **Command Mode** are also available in **Dictation Mode**. In order to execute a command in **Dictation Mode** pause briefly before and after saying the command. For Example:

This is a sentence that has been dictated PERIOD
[pause] Select All [pause] Copy Selection

The above sequence will type the dictated sentence, then select the whole document and copy it to the clipboard.

Command Mode

Command Mode is used when you *only* want to control your Mac by voice. In **Command Mode**, anything not recognized as a command will be ignored. The advantage of using **Command Mode** is that the commands will be more easily recognized and will be less likely to be confused as something you want dictated instead.

In **Command Mode**, you can click buttons, control windows, launch applications, and use speech instead of pressing keys on the keyboard or using the mouse. Many commands in MacSpeech Dictate are written in AppleScript, the scripting language built into Mac OS X. Commands can be *global*, meaning they work everywhere, or *application specific*, which means they only work within a particular application.

Spelling Mode

Spelling Mode allows you to spell a word that is not part of the regular MacSpeech Dictate vocabulary. For example, you might use this to correctly dictate names and other proper nouns, proprietary terms, words in other languages, or acronyms.

Sleep Mode

Sleep mode is a special mode where the microphone stays on, but ignores everything except a command to resume listening. You say **Go to Sleep** to put MacSpeech Dictate into sleep mode, and **Turn Microphone On** or **Wake Up** to return it to the last mode used before putting it to sleep.

Switching Between User Modes

There are several ways to switch between the user modes:

Speech

Say **Command Mode**, **Dictation Mode**, **Spelling Mode** or **Go to Sleep**.

Menu

You can also switch modes by bringing MacSpeech Dictate to the front and selecting the desired mode from MacSpeech Dictate's **Speech** menu.

Hot Keys

You can turn the microphone on or off and cycle between user modes with customized keyboard shortcuts. To change your Hot Key preferences, select **Preferences** from the **Dictate** menu and click the **Shortcuts** icon in the toolbar (figure 1-4). Any key can be used for a hot key, provided you use at least one modifier (Command, Control, Option, etc.).

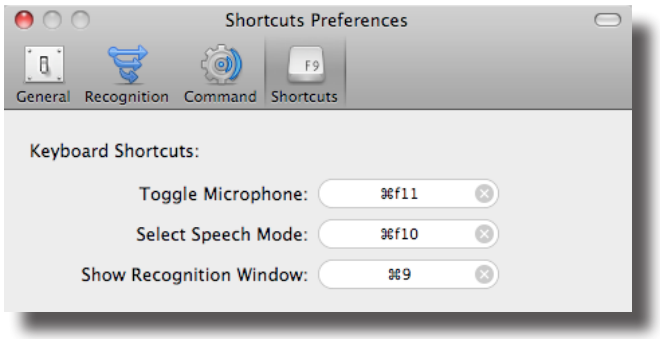

Figure 1-4

Chapter 2: Installation

Insert the CD titled “Application Disc”. A window like the one in Figure 2-1 should appear. If it does not, double-click the CD image on your desktop. Drag the **MacSpeech Dictate icon** shown over to the picture of your Applications folder. This will copy MacSpeech Dictate and its documentation to the Applications folder.

Figure 2-1

Launch MacSpeech Dictate by opening your Applications folder, then double-clicking on the MacSpeech Dictate icon.

Click the **Register** button to fill out the required information in the **Registration** window (Figure 2-2). MacSpeech respects your privacy, and will not share your information with anyone else.

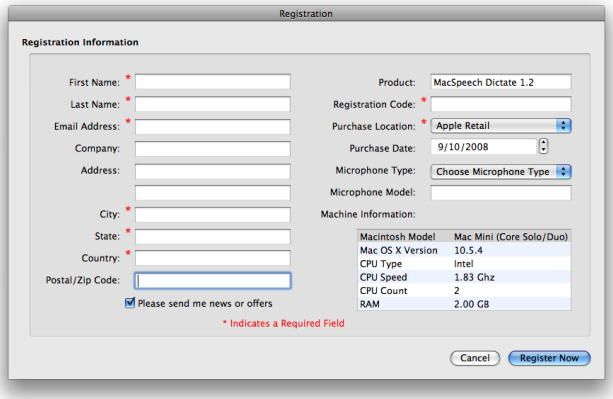

Figure 2-2

Click the **Register Now** button to begin using the program. (Registration requires an Internet connection.) A dialog box will appear to confirm your registration has been accepted.

Data DVD

During the initial installation, set-up and training, MacSpeech Dictate will ask for the Data DVD (in most versions titled “MacSpeech English Data Disc”). This comes with the product, and is a separate disc from the Application CD. Please have the DVD handy for when the program requests it.

Your Registration Code

Registration Codes have 16 characters broken into 4 groups of 4 characters each by dashes. Here is an example:

1A23-4B5C-678D-901E

This code should be on a sticker, on the sleeve for the MacSpeech Dictate Program CD. After entering your Registration Code you will receive a license file back from MacSpeech’s servers.

Removing MacSpeech Dictate

To remove MacSpeech Dictate, follow these steps:

1) Open the Applications folder on your hard drive.

2) Delete the MacSpeech Dictate application, and close the Applications folder.

3) Open the Library folder inside your Home folder.

4) Open the folder called Application Support.

5) Look for a folder called MacSpeech; if it exists delete it.

6) Close the Application Support folder and open the Preferences folder inside the Library folder.

7) Find the file called com.macspeech.dictate.plist and if it exists, delete it.

8) You can delete profiles by searching for files on your hard-drive with the extension *.dictationprofile*.

Troubleshooting Installation Problems

If you have problems with installation, please visit the MacSpeech support web site at:

http://www.macspeech.com/support_center

Chapter 3: Getting Started

The first step is to get MacSpeech Dictate used to your voice. You begin by setting up your microphone, and creating your first *Profile*. MacSpeech Dictate requires you **Enable access for assistive devices** in the Mac OS X **Universal Access** in your **System Preferences**. If this option is not turned on you will see the following panel:

MacSpeech Dictate
MacSpeech Dictate
Show Universal Access Settings
MacSpeech Dictate needs acccess enabled for assistive devices in order to operate.
Please click the button above and click the checkbox to turn on "Enable access for assistive devices" in the Universal Access System Preferences panel.
Continue
Quit

Figure 3-1

If you see this panel, click the icon labelled *Show Universal Access Settings*. This will bring up the window shown in Figure 3-2.

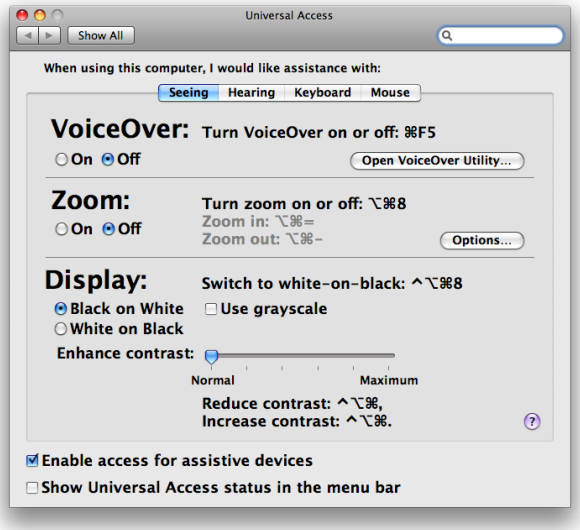

Figure 3-2

Make sure the check box at the bottom for **Enable access for assistive devices** is checked. (Don't turn on **VoiceOver** at the top of the window by mistake unless you want your Mac to talk back to you for everything it does). Once you have verified **Enable access for assistive devices** is on, you may close the **Universal Access** System Preferences window and click the **Continue** button. MacSpeech Dictate will not allow you to proceed until **Enable access for assistive devices** is on.

If the **Universal Access** setting is correct, you will see the **Connecting a Microphone to your Macintosh** panel (Figure 3-3). If you have not registered yet, you will also see a panel asking you to register or select your license key.

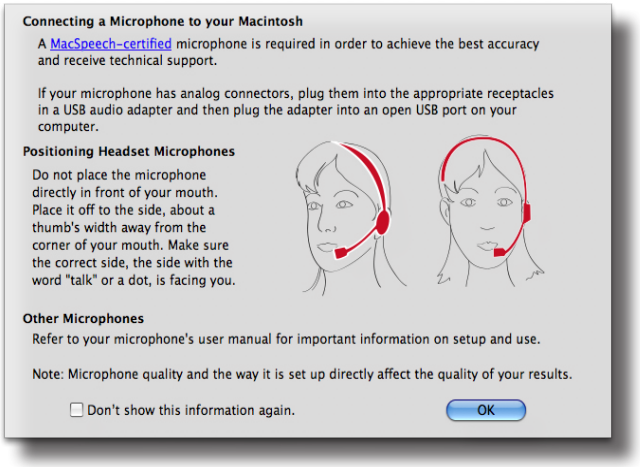
Connecting a Microphone to your Macintosh
A MacSpeech-certified microphone is required in order to achieve the best accuracy and receive technical support.
If your microphone has analog connectors, plug them into the appropriate receptacles in a USB audio adapter and then plug the adapter into an open USB port on your computer.
Positioning Headset Microphones
Do not place the microphone directly in front of your mouth. Place it off to the side, about a thumb's width away from the corner of your mouth. Make sure the correct side, the side with the word "talk" or a dot, is facing you.
Other Microphones
Refer to your microphone's user manual for important information on setup and use.
Note: Microphone quality and the way it is set up directly affect the quality of your results.
Don't show this information again.
OK

Figure 3-3

The **Connecting a Microphone** panel gives you information about connecting your microphone. Follow the directions for connecting your microphone.

IMPORTANT

You must use a USB connection for your microphone. It is fine to use a USB adapter. However, MacSpeech Dictate does not support non-USB input connections, such as a Mac's internal microphone, direct analog microphone jacks, built-in Bluetooth, FireWire, etc.

Positioning the microphone is very important. The microphone should not be directly in front of your mouth, because direct noise from your breath sounds can affect accuracy.

For most people, the microphone should be *one or two fingertips* from the corner of your mouth and off to the side a bit.

You will be able to test and adjust the connection and positioning during the next steps of Getting Started. For now, make sure the correct side of the microphone (sometimes

marked with a dot or the word “Talk”) is pointing towards your mouth. When the microphone is connected and positioned, click **OK** to close the **Connecting a Microphone panel**.

Creating a Profile

Now it is time to create a profile that will let MacSpeech Dictate learn about your voice and your microphone. You will see a blank **Profiles Window** (Figure 3-4).

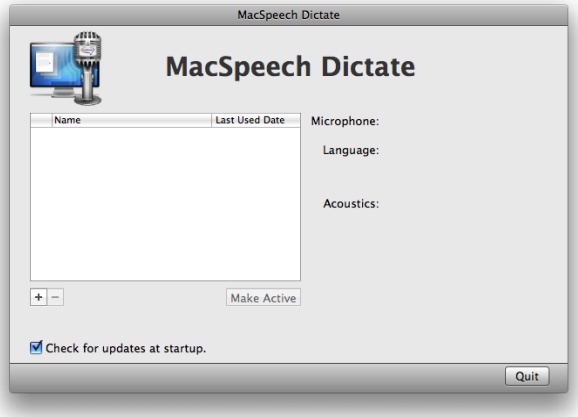

Figure 3-4

To create a profile, click the “**+**” button. This will let you enter a profile name, and select microphone type and language for the profile (see Figure 3-5).

Figure 3-5

Select the type of microphone you are using from the **Microphone** pull-down menu.

TIP:

The “Microphone” pull-down menu may list something like “AK5370,” “C-Media USB Headset” or “VXI 7.0.2.” That’s OK. That is the firmware designation for the USB adapter. (Your Mac has no way to otherwise identify an analog microphone.)

Select the language model that best suits you from the **Language** pull-down menu. MacSpeech Dictate supports language models including US English, UK (British) English, US Teen, Australian English, Indian English, and Southeast Asian (Singaporean) English.

If you use a high-quality, noise-cancelling microphone such as one from MacSpeech, select **Standard** Acoustics. If you are using an Array microphone, click on the **Advanced** button and then select “Array” from the pop-down menu next to the word “Acoustics.”

When you have verified your choices, click the **Create** button. After a short wait your profile is created. The first **Microphone Setup** panel (Figure 3-6) appears.

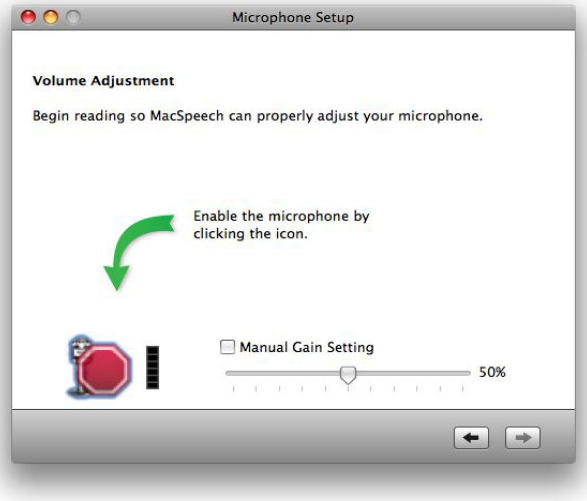
Microphone Setup
Volume Adjustment
Begin reading so MacSpeech can properly adjust your microphone.
Enable the microphone by clicking the icon.
Manual Gain Setting
50%

Figure 3-6

The **Microphone Setup Volume Adjustment** steps will ask you to read a short bit of text out loud while MacSpeech Dictate sets the audio levels for your microphone. Click the microphone icon with the red octagon on it, to enable the microphone. This icon will turn into a green light, and the window will display a box with text to read (Figure 3-7).

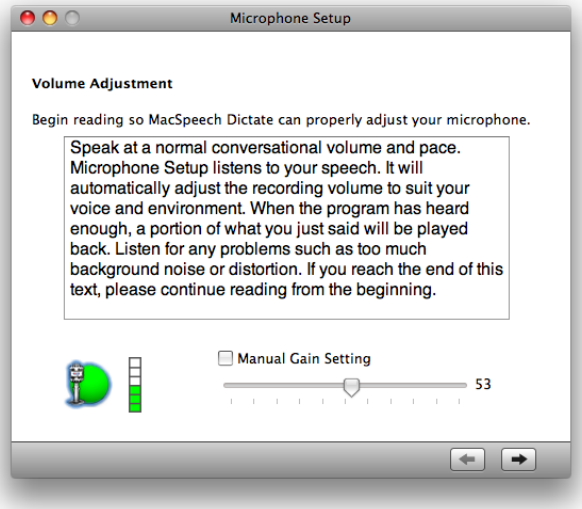
Microphone Setup
Volume Adjustment
Begin reading so MacSpeech Dictate can properly adjust your microphone.
Speak at a normal conversational volume and pace. Microphone Setup listens to your speech. It will automatically adjust the recording volume to suit your voice and environment. When the program has heard enough, a portion of what you just said will be played back. Listen for any problems such as too much background noise or distortion. If you reach the end of this text, please continue reading from the beginning.
Manual Gain Setting
53

Figure 3-7

Read the text in this panel at a normal conversational volume and pace. You should read until the text box disappears and the panel changes. You will see the volume meter bar fill, and the gain indicator slide as you read. If nothing happens after reading the text, simply start reading the text again from the beginning.

If the volume meter bar remains empty, or the text doesn't disappear after you read it three (3) times, you probably have a sound input problem. See the **Troubleshooting Sound Input** section at the end of this chapter for more information.

Checking the **Manual Gain Setting** box will allow you to bypass automatic volume adjustment and set the gain manually.

The **Finished recording** panel (Figure 3-8) plays back some of what was recorded so you can check the sound quality.

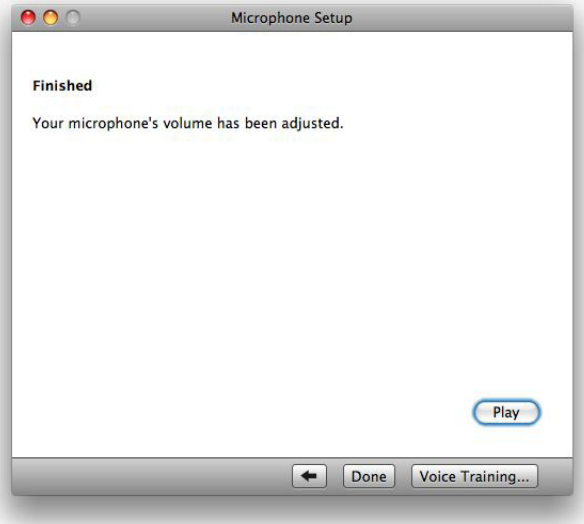

Figure 3-8

Chances are, you will think your voice sounds funny. That's normal; when we speak, we hear our voices with additional resonances from the bones in our head. Recordings lack these extra resonances, so they sound different than we expect. (If you don't hear anything during the playback, check to make sure your volume is not muted.)

Listen for static, excess noise, a hum, or any other odd sound. If you hear any these of things, check your microphone's connections. If the connections seem OK, the microphone may be faulty.

To hear the voice sample again, click the **Play** button. MacSpeech Dictate is very good at determining the quality of the sound input, but if you hear anything unusual, consider re-sampling your voice. To re-sample your voice, click the left arrow to go to the previous panel.

When you are satisfied with your voice sample, press the **Voice Training** button to proceed to Voice Training.

TIP:

Microphone Setup can be used at any time, for example, to adjust for room noise or microphone positioning. Run this procedure by selecting **Microphone Setup** from the Tools menu.

Troubleshooting Sound Input

If MacSpeech Dictate doesn't respond to your voice or doesn't seem to be working at all, check your sound input. The problem can either be with the hardware (your microphone or computer) or with software (the Macintosh sound input settings).

Checking Your Microphone

Make sure the USB adapter is plugged into an open USB port on your Macintosh. You may want to unplug it and plug it back in to make sure, then try the following:

1). Quit MacSpeech Dictate if it is running.

2). Open your System Preferences and click on the Sound icon.

3). Click on the Input tab and make sure your headset is highlighted in the input source list.

4). Click on the Show All icon in the upper left hand corner of the System Preferences window, then click the Speech icon.

5). Click the Speech Recognition Pane, then highlight the Listening sub-pane in the middle of the window.

6). Select your headset from the pop-down menu labeled "Microphone" towards the bottom of the screen. Sometimes your headset may be indicated by the firmware designator of your USB pod. This might say something like "AK5370."

7). Click on the "Calibrate" button. In the next window, say a few words and note if the signal meter moves when you speak. If it does, everything should be working correctly. Quit System Preferences and re-launch MacSpeech Dictate. Follow the on-screen instructions or the instructions in the User's Guide to set up your microphone.

If you are not getting sound, you may have a defective microphone. Examine it to make sure there is no mute switch set to off (some headsets include mute switches). Unplug the microphone from your USB adapter and unplug the adapter from your computer.

Re-plug everything and then restart your computer. If possible, try the headset in a different Macintosh to rule out any problems with your computer.

Chapter 4: Training

This chapter covers two methods of training MacSpeech Dictate to recognize your voice, Voice Training and Vocabulary Training. Along the way, we will share some insight into how MacSpeech Dictate works, as well as tips for better recognition. We will also explain how to manage multiple profiles.

Voice Training and Vocabulary Training are not performed during normal use of MacSpeech Dictate for dictation. However, a third method, Phrase Training, allows you to train the program through the Recognition window during everyday use. Since it's part of the standard dictation process, the Phrase Training feature will be covered in Chapter 5 ("Dictation").

Why Do I Need To Train MacSpeech Dictate?

MacSpeech Dictate is *speaker dependent*, which means it needs to be trained to get the best accuracy. You do this by reading one or more training stories so it can adapt to your unique vocal characteristics.

Luckily, training MacSpeech Dictate is as simple as reading aloud and only takes a few minutes. The **Voice Training** part of the program will guide you through the process.

Speaking Properly To MacSpeech Dictate

It is important to relax and speak in a normal conversational tone. There's no need to shout or project your voice. In fact, doing so can be counterproductive and lead to poor accuracy. It can also lead to vocal fatigue and voice strain. So *relax*!

It is also important to speak at a normal pace. MacSpeech Dictate is a *continuous speech recognition* product, so it relies on the context of words within phrases to obtain its accuracy. If you insert… unnatural… pauses… between… words, accuracy will actually decrease. (This is also why you shouldn't look at the screen while you are dictating. Waiting for MacSpeech Dictate to catch up with you will result in these unnatural pauses.)

Try to speak clearly. When you talk to people, they can fill in the words you leave out, and they can compensate for words you mispronounce or slur. Computers can't do that.

One last thing: just as MacSpeech Dictate cannot insert words you don't say, it also cannot eliminate words or phrases you say, but do not want in your documents. For example, if you tend to pepper your speech with lots of "*ums*," "*uhs*," "*likes*," and "*you knows*" MacSpeech Dictate will dutifully type what it thinks you said.

Voice Training

Once you have set up your microphone and created a profile, MacSpeech Dictate automatically starts **Voice Training** (Figure 4-1) so you can begin personalizing your profile. You can re-enter training at any time by choosing **Voice Training** from the **Tools** menu.

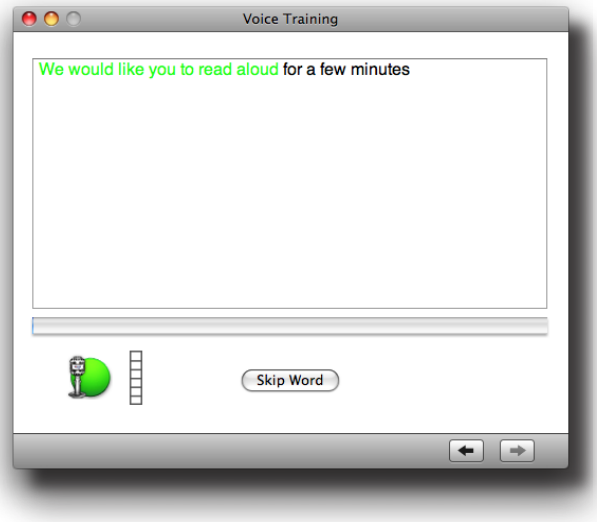

Figure 4-1

Click the microphone icon and read the text box on the panel. The text you read turns green as it is recognized. Note that you need to say punctuation, such as COMMA and PERIOD (US only) or FULL STOP (all dialects). These commands are spelled out and capitalized to help you here.

TIP:

After reading the first training story, MacSpeech Dictate will become familiar with your reading voice, which may be different from your dictation voice. For an idea of how accurate MacSpeech Dictate is at this point, try reading it something out of a magazine or newspaper.

This will be mentioned a couple of times, but it bears repeating: You need to talk fairly slowly when first starting Voice Training, but remember to read the text smoothly and naturally.

The text you read turns green as it is recognized (Figure 4-2).

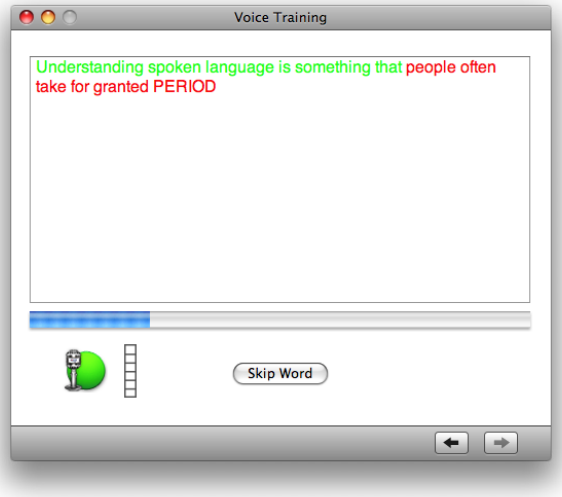

Figure 4-2

MacSpeech Dictate automatically moves to the next panel as you read. If you make a mistake, don't worry; if MacSpeech Dictate doesn't understand you, the text will turn red (Figure 4-2).

If the text turns red, pause for a moment, then continue reading starting at the text that is not green. If the program stops on a particular word, try saying just the one word, or with only a couple of words following it. If this doesn't help, click the **Skip Word** button to continue training.

TIP:

If you get a lot of red text, read fewer words, then pause until the text turns green. Gradually increase the number of words you read before pausing as long as the text continues to turn green.

As you complete each panel, the progress bar indicates where you are in the story, and how far it is to the end. Keep reading until you finish the "Welcome" story.

After a bit of processing (Figure 4-3), MacSpeech Dictate will indicate when you are at the end of the training section.

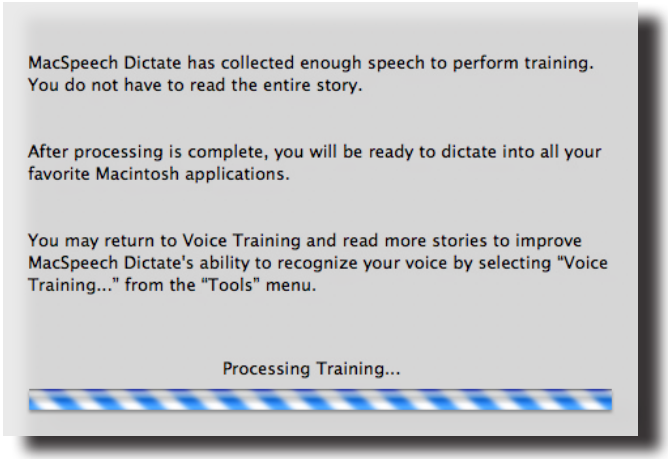
MacSpeech Dictate has collected enough speech to perform training. You do not have to read the entire story.
After processing is complete, you will be ready to dictate into all your favorite Macintosh applications.
You may return to Voice Training and read more stories to improve MacSpeech Dictate's ability to recognize your voice by selecting "Voice Training..." from the "Tools" menu.
Processing Training...

Figure 4-3

Adapting your voice samples is a time-consuming process. Be patient; your computer just needs a little time. When adaptation is complete, MacSpeech Dictate will let you know.

TIP:

It could take a few minutes for MacSpeech Dictate to analyze your voice. Sometimes it can take about as long as it took you to read the stories.

Just be patient. Do *not* Force Quit. Doing so may corrupt your profile and make it unusable.

Vocabulary Training

MacSpeech Dictate will learn more about your voice as you use it for dictation. The process of Phrase Training through the Recognition window (see Chapter 5) will help the program pick up your speech patterns. But you also can have MacSpeech Dictate concentrate on learning your communication style and new words by analyzing existing text.

One way to do this is to use the **Vocabulary Training** menu item to "feed" the program text documents. Another method is to use the spoken command **Train Vocabulary from Selection** for text highlighted in any application. You can also cut and paste this text into Dictate's **Note Pad** and choose the **Train Vocabulary from Selection...** from the Tools menu.

TIP:

The Vocabulary Training methods improve accuracy by helping MacSpeech Dictate learn about the way you put words together. For this reason, it is preferred that you use text that is written by you, not someone else.

Here's how to use these features to have MacSpeech Dictate learn new vocabulary from text in documents:

1. You select the text containing new words you want the program to learn. You can do this by one of these methods:

   Choose **Vocabulary Training** from the **Tools** menu. Read the introduction screen, then click the right arrow button. A screen will appear (Figure 4-4) to specify files. Click the **Add...** button, and choose plain text or Rich Text (.rtf) files to use. Click the right arrow button.

   OR

   Within any application, highlight the text you want Dictate to learn, then *speak* the command "**Train Vocabulary From Selection"**.

   OR

   Paste text into Dictate's **Note Pad**, then choose **Train Vocabulary From Selection** from the Tools menu.

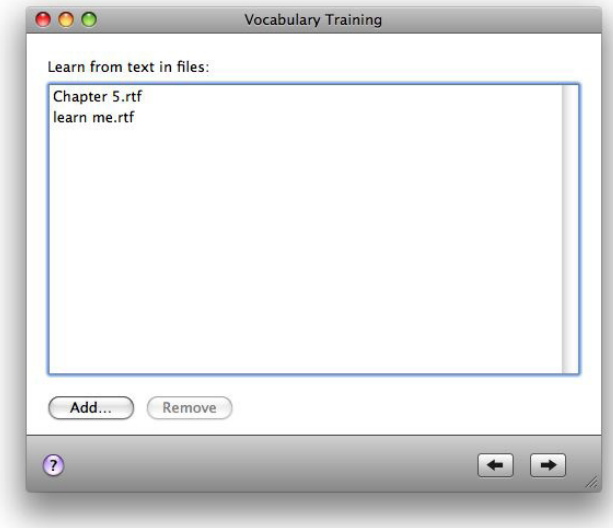

Figure 4-4

2. You should now see the Include/Exclude panel (Figure 4-5). Determine which words here you don't want MacSpeech Dictate to learn. For example, there might be proper names that are not a usual part of your writing, abbreviations or parts of URLs. For any word you do not want to add, highlight it in the left column, then click the "Exclude" button.

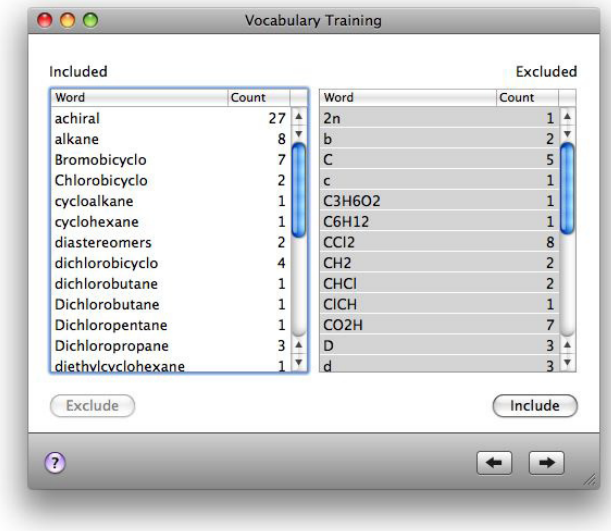

Figure 4-5

3. To move a word you excluded back to the Included list, highlight it in the right column and then click the "Include" button. When you are satisfied with your choices, click the right arrow to have MacSpeech Dictate process your files into its vocabulary (figure 4-6).

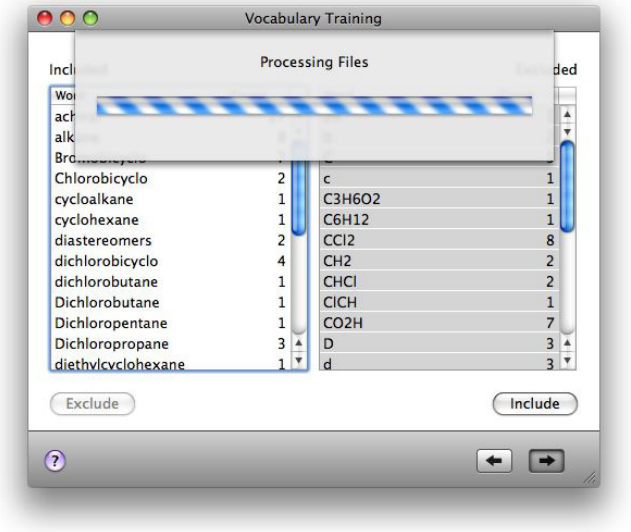

Figure 4-6

4. When finished, MacSpeech Dictate will display a screen informing you the words have been added to your vocabulary, as shown in figure 4-7. Click the "Close" button or the red close window button to dismiss this window.

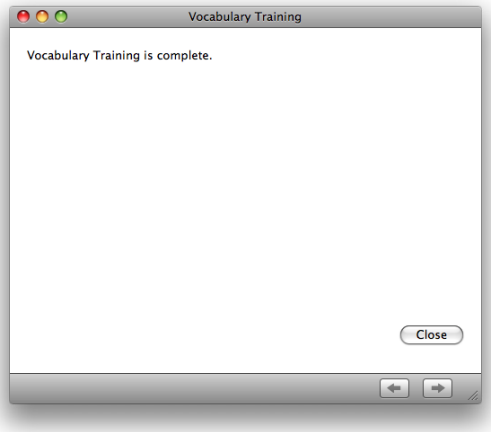

Figure 4-7

Improving Accuracy

There are a variety of things you can do to improve accuracy.

Proper Microphone Position Is Important!

Improper microphone position is the first thing you should check when accuracy declines. Make sure the microphone is pointed towards your mouth, but is not directly in front of it. Many microphones are *noise-canceling*, which discard sounds picked up away from your mouth. In many cases, a user having problems with accuracy will discover the microphone has been turned around and the noise-canceling side is facing towards the mouth. No wonder accuracy is suffering!

To review: For most people the microphone should be one to two fingertips from the corner of the mouth. It should be out of the breath stream from your mouth or from your nostrils. An easy way to tell if the microphone is in your breath stream is to place a finger over it and see if you can feel anything when you exhale normally. Once you have the microphone positioned properly, make sure it is placed there every time you dictate.

Don't Over-enunciate!

Train MacSpeech Dictate with your normal, clear speaking voice. It is ok to enunciate a little more than normal. However, if you read the training text with extra enunciation, like a radio announcer, MacSpeech Dictate will think you speak that way all the time.

You don't want to over-enunciate, but you do want to speak clearly. You should not sound stilted or weird; ideally, you should still sound like you — just speaking a bit more distinctly then you normally might when talking with a friend. Those experienced with older speech recognition software tend to develop a style that is a bit more precise than their usual speaking voices. They find when they are tired, or if they slack off a bit, their accuracy declines.

Think Before You Speak

Remember, you are developing a new skill when dictating. If you think before you speak, what you say will come out more clearly.

Read More Stories

Choose **Voice Training** from the Tools menu to read another story. You will see the **Choose Story** window, as in Figure 4-8.

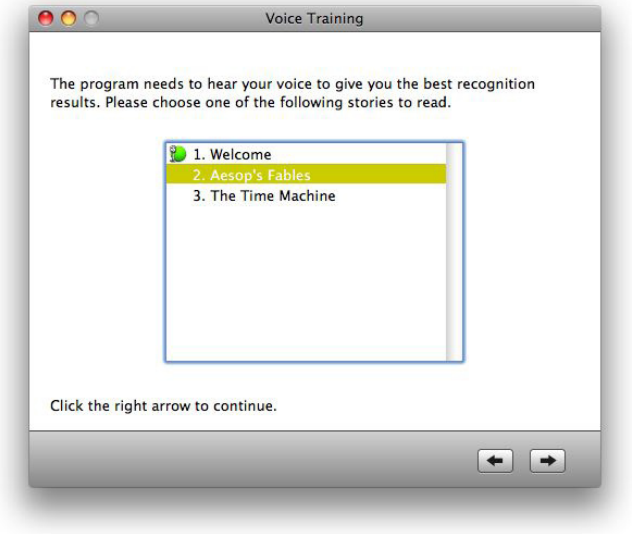
Voice Training
The program needs to hear your voice to give you the best recognition results. Please choose one of the following stories to read.
1. Welcome
2. Aesop's Fables
3. The Time Machine
Click the right arrow to continue.

Figure 4-8

The stories you have already read are indicated with a MacSpeech Dictate icon to the left of its name. Select an untrained story by clicking its name, click the right arrow button, then read on.

When you have finished reading, click the **Finish Training** button. Adaptation of your speech profile will take a while to complete.

Working With Profiles

Your profiles — your personalized voice files — are the most important part of MacSpeech Dictate. You have invested your time and effort into building them. So knowing how to back up and restore these valuable files is important.

Saving Your Profiles

You can have as many profiles as you have room on your hard drive space. You may want different profiles for various reasons -- such as if you use multiple microphones, or if your voice characteristics change between morning and evening. Each profile takes around 25 MB of space. Your profiles can be stored anywhere on your hard drive. You choose the location. It is recommended that you keep these all in one place, in the Documents folder on your hard drive.

Backing Up A Profile

It is important for you to back up your profiles for MacSpeech Dictate, just as you would back up any important documents.

In case you need to find them, the profiles are named using the format <*Profile_Name.dictationprofile*>.

You can back up your profiles just like any other files -- by burning a copy of the folder where you keep these files to a CD, dragging them to an external drive, using Apple's Time Machine, etc.

A Note For Users Of Backup Utilities

To use an automated backup program, such as Apple's Backup, Time Machine, or Retrospect from Dantz Development, allow it to back up the folder where you save profiles for MacSpeech Dictate.

Adding Profiles

To create a new profile, follow these steps:

1. Choose "Profiles" from the Tools menu to open the Profiles window, as shown in figure 4-9.

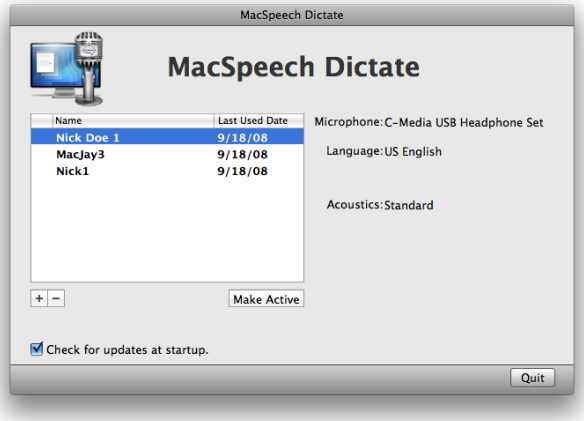

Figure 4-9

2. Click the Plus Sign (+) to create a new profile. Type in the name for the new profile.
3. Follow the procedure in Chapter 3 to complete creating the new profile.

Switching Profiles

If more than one person is using MacSpeech Dictate on your computer, each person will need to have his or her own profile.

1. Choose "Profiles" from the "Tools" menu to open the Profiles window, as shown in figure 4-9.
2. Highlight the profile you want to use and click the "Make Active" button.
3. MacSpeech Dictate will load the profile.

Deleting Profiles

To delete a profile, follow these steps:

1. Choose "Profiles" from the Tools menu to open the Profiles window, as shown in figure 4-9.
2. Highlight the profile you want to delete.
3. Click the Minus Sign (-).
4. Click "OK" to confirm deleting the profile.

If you have only one profile, MacSpeech Dictate will not allow it to be deleted as a safety precaution. In this case, you

need to create a second profile before deleting the first one. The program will also not delete an active profile. To delete an active profile you must first switch to (or create) another profile.

Troubleshooting Training

Most problems with achieving an acceptable level of accuracy with MacSpeech Dictate can usually be traced to improper setup. Below are a few tips that will help achieve the best results.

1. Make sure your microphone is properly connected and System Preferences are properly set (see “Troubleshooting Sound Input” at the end of Chapter 3 for more information).
2. Restart your computer, then launch MacSpeech Dictate.
3. Once MacSpeech Dictate has initialized, select “Profiles…” from the “Tools” menu, then click the “+” button in the Profiles window.
4. Follow the procedures for creating a profile.
5. Read some sample text. Make sure it is text without a lot of proper names or technical terms that MacSpeech Dictate is unlikely to know.

At this point, MacSpeech Dictate knows how you read aloud, but your dictation style may be different. Reading some sample text will give you a good idea for how accurate your profile is at this point. We recommend you read approximately 300 words to get a good sampling.

6. Gauge your accuracy percentage by dividing the number of errors by the number of words, then subtract the result from one. For example, if you read 300 words and there are 9 errors, your error rate would be .03, so your accuracy would be .97 or 97%.
7. If your accuracy is below 95%, read another story then repeat steps 5 & 6.

You should get better than 95% accuracy after the first story.

8. Once your accuracy is above 95%, stop reading training stories.
9. Once MacSpeech Dictate has finished processing the training stories choose Vocabulary Training from the Tools menu in MacSpeech Dictate to analyze previously created documents typical of those you intend to dictate. Doing so will make a noticeable difference in MacSpeech Dictate’s performance.

You should now be able to use MacSpeech Dictate without too much fine-tuning.

Chapter 5: Dictation

This chapter covers using MacSpeech Dictate for dictation. We will explore how to dictate words and phrases, as well as special cases such as punctuation, numbers, and capitalization. This chapter also covers using the **Recognition** window to review your dictation, correct your text and enable **Phrase Training** to improve your profile's accuracy. We will also discuss basic options and advanced considerations for editing your dictation.

Introducing Dictation

Dictation will likely be the task that you use MacSpeech Dictate for most often, so it deserves a basic definition for starters. Dictation is simply the process in which you speak, then MacSpeech Dictate recognizes your words and phrases, and outputs those words as text. There are also a set of "dictation commands" that can be used to navigate and edit the text that has been dictated.

Speak where you would type

You can dictate into almost any application that supports text input. Most word processors and text document applications (e.g. Mail, TextEdit) allow you to dictate a large amount of text in a document instead of typing it. It is usually straightforward to navigate and edit this dictated text by voice. MacSpeech Dictate keeps track of the text you dictated, and follows your voice commands to position the cursor and select text.

However, there is one main guideline to keep in mind...

Speak, or type...but not together

You will get the best results by following this guideline: Use your voice, ***or*** use your keyboard and mouse, *but not both together.*

Another good saying to remember this rule by is:

If You're Talking, Talk. If You're Typing, Type.

Here is a more detailed explanation:

Modern word processors and other applications are designed to do more than just accept the input of text. They keep track of changes, manage text markup and custom formatting, help outline your thoughts, etc. In order to do this, these applications keep track of text in their own ways.

Most applications also support custom commands for controlling navigation, editing and other features. When you use the mouse and keyboard to control these commands and edit text, it is primarily the application itself that is aware of what you are doing.

If you are dictating text at the same time as editing by mouse and keyboard, you may eventually experience odd results in the text. On the other hand, if you use only your voice to select and edit misrecognized words that you have just dictated, it is much less likely MacSpeech Dictate will lose its place. Your dictated text will remain in sync with the rest of your document. Also, correcting dictated text by voice will train your speech profile toward maximum accuracy.

So, the following guideline is worth repeating: Use your voice, ***or*** use your keyboard and mouse, *but not both together.*

The Built-in Note Pad

MacSpeech Dictate includes a built-in word processor called **Note Pad**, which is designed for creating and editing text through dictation. In fact, you should *only* use your voice to add text while in **Note Pad**. Regular typing will not produce a normal result (try it out!). This helps provide a consistent result by not mixing dictating and typing.

You can still copy text from **Note Pad**, so text dictated there can be moved to other applications. You also can use common editing and formatting commands like cut, copy, and select all. These commands are in the **Edit** and **Format** menus for Note Pad.

When you are first starting out with MacSpeech Dictate, try out the **Note Pad**. You may also find it handy for practicing or testing dictation commands off to the side of other applications for word processing.

Using Dictation Mode

When off, the microphone button in the **Status** window has a red stop sign on top of it, as in Figure 5-1. (If the Status window is not visible, select **Show Status Window** from the **Window** menu.)

Figure 5-1

To dictate text, you may follow these steps:

1. Switch to the application into which you want to dictate, or use MacSpeech Dictate's **Note Pad** (see Figure 5-2).
2. If necessary, create a new document, or open an existing document to which you will add text.

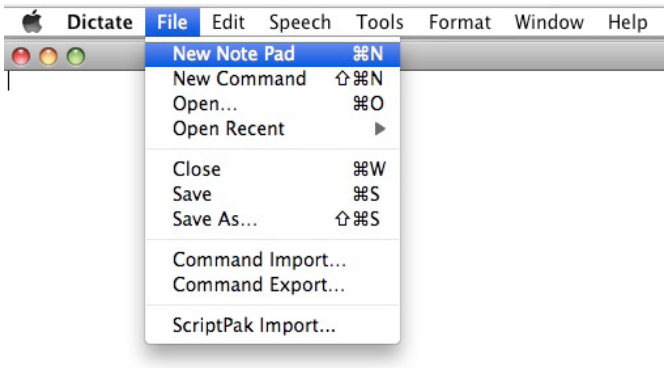

Figure 5-2

3. Click the microphone button in the Status window, or press a keyboard shortcut that corresponds to the **Microphone On/Off**. The microphone button will change from a red stop sign to a microphone with a green circle behind it, as in figure 5-3.

Figure 5-3

4. Speak into your microphone. There will be a short delay while MacSpeech Dictate interprets your speech, after which text will appear in the document window.
5. When you finish dictating, turn your microphone off by speaking the command **Microphone Off**, or **Go to Sleep**. You may also use your mouse to click the microphone button in the **Status** window.

Dictation Sessions

If you are dictating into the active text area of an application, and you open a second document in that application or another application, MacSpeech Dictate starts a new dictation session for the new window. This allows MacSpeech Dictate to keep track of words and punctuation for each window.

Handling Misrecognized words

No matter how good MacSpeech Dictate is — or how carefully you speak — there will be words recognized as something you didn't intend. When that happens, there are some special commands available to assist.

Scratch That or Forget That

Scratch That and **Forget That** perform the same action. They delete the last utterance, which is what you said from the last time you paused, or to the *left* of where you insert the cursor in dictated text.

Scratch Word or Forget Word

If **Scratch That** or **Forget That** deletes too much, try using **Scratch Word** or **Forget Word** instead. This will erase only the last word you spoke, or to the *left* of where you insert the cursor in dictated text.

These commands can be spoken repeatedly to delete several recently dictated phrases.

IMPORTANT: The commands **Scratch That**, **Forget That, Scratch Word, and Forget Word** are NOT the equivalent of the Undo menu command (Cmd-Z) in many Mac OS X applications. The **Scratch**/**Forget** commands will ***delete*** the last phrase dictated, or the text to the left of where you insert the cursor *by voice*, even if it was a correction of a previously dictated word.

TIP:

If **Scratch That** or **Forget That** deletes too much, say **Scratch Word** or **Forget Word** instead to delete only the last word you spoke, or the last dictated word to the *left* of where you inserted the cursor using spoken commands.

Editing Your Document

There are some special rules for editing and navigating your documents when using MacSpeech Dictate. You can use the **Scratch That**, **Forget That**, **Scratch Word** and **Forget Word** commands we already told you about, but there are many other commands at your disposal.

Moving Around Documents By Voice

Just because you can't use the keyboard or mouse before you are finished editing doesn't mean you can't get around. In fact, once you get used to how to do it, you may prefer moving around by voice in documents.

TIP:

If you are navigating a document by voice, you can use either of the commands **Go to End** *or* **Move to End of Document** to return to the end of where you left off dictating.

Here is a list of useful commands for editing and navigating while in dictating:

Dictation Commands	
What You Say	**What Happens**
Capitalize the Word[s] "text" [through/to "text"]	Capitalizes the instance of the word or phrase spoken that is closest to the insertion point.
Delete the Word[s] "text" [through/to "text"]	Deletes the instance of the word or phrase spoken that is closest to the insertion point.
Go to Beginning	Goes to the Beginning of the current document.
Go to End *or* Move to End of Document	Goes to the end of the current dictation session.
Insert After the Word[s] "text" [through/to "text"]	Moves the insertion point to just after the word or phrase you said.
Insert Before the Word[s] "text" [through/to "text"]	Moves the insertion point to just before the word or phrase you said.
Lowercase the Word[s] "text" [through/to "text"]	Makes all characters lowercase in the instance of the word or phrase spoken that is closest to the insertion point.
Move Backward [1-99] Words	Moves cursor back 1 to 99 words (Punctuation marks count as words)
Move Forward [1-99] Words	Moves cursor forward 1 to 99 words. (Punctuation marks count as words)
Move to Beginning of Document	Moves cursor to the beginning of the current document.
Move to End of Document	Moves cursor to the End of the current dictation session.
New Line	Presses the Return key once.
New Paragraph	Presses the Return key twice.
No Space <word>	Types next word without a space before it.
Select the Word[s] "text" [through/to "text"]	Selects the instance of the word or phrase spoken that is closest to the insertion point.
Scratch That / Forget That	Deletes the last phrase you said, or to the left of where you insert the cursor.
Scratch Word / Forget Word	Deletes the last word you said, or to the left of where you insert the cursor.
Select All	Selects all text.
Train the Word[s] "text" [through/to "text"]	Selects, corrects the specified words in text, and trains them into profile as specified words are re-dictated.
Uppercase the Word[s] "text" [through/to "text"]	Makes all characters uppercase in the instance of the word or phrase spoken that is closest to the insertion point.

Using "Delete the Word[s]"

When you say **Delete the Word[s]** followed by a word or phrase, MacSpeech Dictate finds the occurrence of what was said closest to the insertion point and deletes it. If there are multiple instances of the same word in the document, you can insure you delete the correct instance by using another command first. Use **Select the Word[s]**, **Insert Before the Word[s]** or **Insert After the Word[s]** to select or move the insertion point next to the word you want to delete.

Note: This command replaces the "Do Delete" commands in earlier versions of Dictate.

Using "Select the Word[s]"

Say **Select the Word** followed by a word or phrase to find the closest occurrence of that word or phrase to the insertion point. You can say **Select the Word[s] "text" through/to "text"** to select a range of words. For example, suppose you dictated the following…

> "I am teaching my Mac to recognize speech PERIOD" (US only)

…but MacSpeech Dictate types…

> I am teaching my Mac to wreck a nice beach.

You would say…

> "**Select The Words** WRECK through BEACH" [pause] "recognize speech"

Select the correct instance of a word or phrase by saying enough words to insure there is only one instance of the phrase in the document, then use the **Select the Word[s]** command again to zero in on your selection. You can also use **Insert Before the Word[s]** or **Insert After the Word[s]** to move the insertion point next to the word or phrase you want to select.

If you would also like to submit the selected text for Phrase Training, to improve Dictate's accuracy, use the command "**Train the Word[s]**" instead.

Note: This command replaces the "Do Select" commands in earlier versions of Dictate.

Using "Insert Before The Word[s]" and "Insert After The Word[s]"

You can say **Insert Before the Word** followed by a word or phrase to move the insertion point before that word or phrase. Likewise, you can say **Insert After the Word** to move the insertion point after the word or phrase.

You can also say **Insert Before the Words "text" through/to "text"** or **Insert After the Words "text" through/to**

"text" to move the insertion point before or after a range of words. This can be very helpful as it allows you to zero in on exactly where you want the insertion point to go, especially when there are multiple occurrences of a word or phrase in a document.

For example, suppose you just dictated the following:

> "Now is the time for all good men to come to the aid of their country."

If you want to add "*and women*" after "*men,*" say the following:

> "**Insert After the Words** good men"
>
> [pause] "and women"

After inserting the new text you could move the insertion point back to the end of the document by saying either **Go to End** or **Move to End of Document**.

Note: This replaces the "Do Insert" commands in earlier versions of Dictate.

The Recognition Window

Despite MacSpeech Dictate's excellent accuracy, the software will sometimes recognize a word or phrase differently than you spoke. The **Recognition** window (Figure 5-4a) indicates how your speech is recognized, and lets you train Dictate as you go along dictating. This is called **Phrase Training**, and is designed to further improve the program's understanding of your speech**.** The options in the **Recognition** window can be used for correcting misrecognized text in your document.

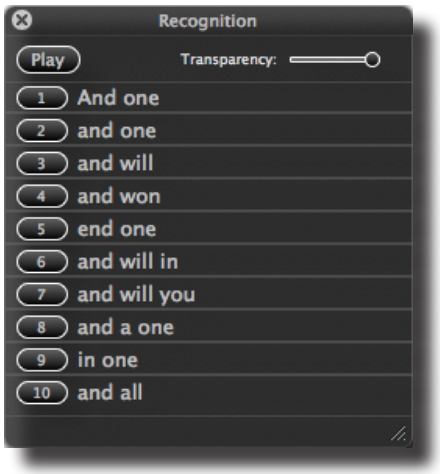

Figure 5-4a

In the **Recognition** window, you can play back the audio of your last spoken word or phrase by clicking on the **Play** button or saying the command **Press Play.**

The **Transparency** slider lets you set whether you want the **Recognition** window to be transparent, or opaque.

Dictate, Correct and Edit

Here's how to use Recognition window during dictation. The process can be broken down to three steps: Dictate, Correct and Edit.

Phrase Training Commands	
What You Say	**What Happens**
Choose "1" (or "2", etc.)	Chooses the specified item # in the Recognition window as the spoken and recognized phrase.
Pick "1" (or "2", etc.)	Corrects the selected text with the word or phrase that is item 1 (or 2, etc.) in the Recognition window.
Edit "1" (or "2", etc.)	Allows you to edit item 1 (or 2, etc.) in the Recognition Window.
Cancel Edit	Cancels all edits and restores all items in the Recognition window.
Press Play	Plays audio of most recent word or phrase dictated.
Hide Recognition Window	Closes the Recognition window.
Show Recognition Window	Opens the Recognition window.

Dictate

Make sure you are in Dictation mode. Decide if the text you just dictated is correct. You can look at the document where you were dictating, or in the Recognized Text feedback field (below the Status window). These should show your most recently dictated word or phrase.

If the text you dictated was recognized correctly, you don't need to do anything with the Recognition Window. Just keep on dictating.

If incorrect, continue with the process of using the Recognition window. Based on the word or phrase Dictate thought you said, the Recognition Window will present you with options that are close to what you dictated (see Figure 5-4 again).

Correct the Recognition / Correct the Text

You can correct MacSpeech Dictate's recognition of the text, as well as the text itself in your document by saying the command **Choose <x>** or **Pick <x>**. The **<x>** represents the corresponding item number from the Recognition Window item list. For example, say "**Choose 4**" or "**Pick 4**" to choose item number 4 in the Recognition window as the correctly recognized text.

If none of the options are correct, and MacSpeech Dictate doesn't recognize a word or phrase, use the Recognition

window to train your profile to better recognize what was said. This is called **Phrase Training** and it is the best way to improve your accuracy. Depending upon how unique a new word or phrase is, it may take more than one effort.

TIP:

After you have worked with MacSpeech Dictate awhile, the Recognition Window may often list only a few choices, or it may even be blank as it correctly recognizes your speech.

Edit the Recognition

If none of the items in the Recognition window corrects what you dictated, you can Edit one of those items. Speak the command **Edit <x>**, where **<x>** is the corresponding item number from the Recognition Window item list. For example, say ""**Edit 3**" to use item number 3 to establish the correctly recognized word or phrase (Figure 5-4b).

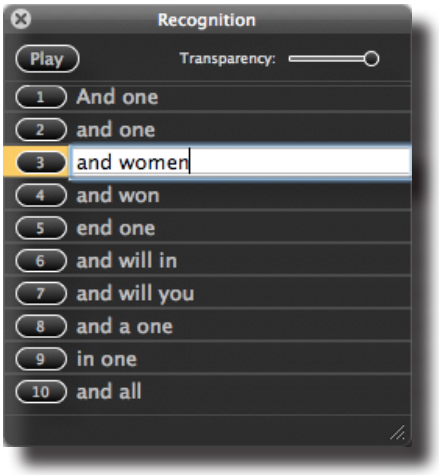

Figure 5-4b

Now, you can dictate the correct text, or use Spelling or type in the correct words. The command **Cancel Edit** cancels any changes you made and restores its original contents. When you are done editing, you can say "**Choose** <x>" or "**Pick** <x>" to select that item from the list and also change your document.

From our previous example, let's say that you attempted to add the words "*and women*", but the Recognition window gave you the choices listed in Figure 5-4a. Now you would say, for example, "**Edit 3**" and then dictate (or type) "and women" instead of "and one". Finally, you would say "**Choose 3**" to select the edited item and place the edits in your document.

What about Editing the Text?

Using Cut, Copy, Paste, Undo/Redo

It is recommended that you do not try to mix dictation and typing at the same time. To help you remember this, there is the saying, "*If you are talking, talk. If you are typing, type.*"

However, the reality is that every document, whether typed or dictated, will probably require some text editing. Again, if you are going to do this using the mouse and keyboard, it is recommended that you do this after you have completed dictation for a specified section of text.

For more details on using your voice to control common editing commands (Cut, Copy, Paste, Undo/Redo) within an application, please see "Dictation Advanced Topics" at the end of this chapter.

Tips for using the Recognition window

Here are some tips for using the Recognition window and Phrase Training features more effectively:

- Use **Train The Word[s]** as you dictate in order to correct misrecognized text, and train your profile for better accuracy.
- If there are other words or phrases in the document to correct, use commands such as **Select The Word[s]** or **Train the Word[s]** to highlight the text in the document. Then work with the Recognition window to select or edit the text.
- The commands **Scratch That** and **Forget That** do NOT work when *editing* items in the Recognition window. Instead, you can use the commands **Scratch Word** and **Forget Word**.
- The **Edit <x>** command in the **Recognition** window is for changing word recognition, not formatting. After applying the command **Choose <x>** for an edited item from the **Recognition** window, you may still see the item's format changed to fit the context (e.g. capitalization, numerals).

Sleep Mode

If you are interrupted while using MacSpeech Dictate, the program can be put to sleep. In sleep mode the microphone is still active, but it will only respond to commands intended to wake it up.

Sleep mode is useful for short interruptions such as phone calls or taking a break. Sleep mode is activated by saying **Go To Sleep**. To wake up MacSpeech Dictate and return to the mode you were last in, use the command

Wake Up or **Turn Microphone On**. When MacSpeech Dictate is asleep, the **Status** window will look like Figure 5-5:

Figure 5-5

If you will be away from the computer for an extended period of time, use the **Microphone Off** command instead. This ensures MacSpeech Dictate can't accidentally interpret room noise or speech from a conversation as a **Wake Up** command.

Dictating Special Kinds of Words

As you learned while training MacSpeech Dictate, it is necessary to speak punctuation so it can accurately tell where sentences begin and end, among other things. There is an extensive list of things you can say. The following tables provide a guide to the different things you can say that produce text beyond just words on the page.

How does MacSpeech Dictate know the difference between punctuation and a real word? Consider the following sentences:

> Wayne scored the winning goal in the third period
> PERIOD (US Only)
>
> The train came to a full stop FULL STOP (all dialects)

MacSpeech Dictate does not use simply *word* recognition, but rather an analysis known as *continuous speech recognition*. The program analyzes complete phrases as you speak — taking a close look at what is said both before and after the current word or phrase. Only then does it decide what was dictated.

Because of this, MacSpeech Dictate has many special terms that produce a variety of effects or symbols. Let's take a look at them.

Capitalization

MacSpeech Dictate does some capitalization formatting for you. It will automatically capitalize the first word in a document, the first word in a sentence, and proper names that are already in its vocabulary. Otherwise, it uses the following capitalization commands:

Capitalization Commands	
What You Say	**What Happens**
Caps On	Turns on capitalizing the first letter of every word.
Caps Off	Turns off capitalizing the first letter of every word.
Cap <word>	Capitalizes the next word spoken.
All Caps <word>	Types the next word spoken in CAPS.
All Caps On	Makes every word CAPS.
All Caps Off	Returns capitalization to normal.
No Caps <word>	Makes the next word spoken lower case.
No Caps On	Makes the following text lowercase until turned off.
No Caps Off	Returns capitalization to normal.
Capitalize the Word[s] "text" **[through/to** "text"**]**	Capitalizes the identified word or phrase spoken that is closest to the insertion point.

Cap is singular, Other Caps are not

Note that there are several similar commands here, but each has a different function. The command "**Cap** <word>" capitalizes only the next word spoken. Please notice that this command doesn't have the letter "s" on the end. The command **Cap <letter>** is the only capitalization command that works in Spelling Mode.

The commands "**Cap** <word>" and "**No Caps** <word>" are expiring commands. When the command is spoken, it will cause the Caps/AllCaps/NoCaps indicator light to turn orange (Figure 5-6) until the <word> part of the command is completed.

Figure 5-6

Caps/AllCaps/NoCaps

The top indicator light in the **Status Window** lights up green when the you have turned on one of these commands:

Caps On - Capitalizes the first letter of almost every word dictated, until you say "**Caps Off**". For example, if you say, "This is the title of the book" it will be dictated as "This Is The Title of the Book". The top indicator light in the **Status Window** will turn green and show the text "Abc" (Figure 5-7).

Note: Not all words are capitalized, such as "the", "of", etc.

Figure 5-7

AllCaps On - Capitalizes every letter of the words dictated, until you say "**All Caps Off**". For example, if you say, "This is the title of the book" it will be dictated as "THIS IS THE TITLE OF THE BOOK". The top indicator light in the **Status Window** will turn green and show the text "ABC" (Figure 5-8).

Figure 5-8

NoCaps On - Turns off capitalization of the first letter of every word dictated, until you say "**NoCaps Off**". For example, if you say, "This is the title of the book due out in January" it will be dictated as "this is the title of the book due out in january". The top indicator light in the **Status Window** will turn green and show the text "abc" (Figure 5-9).

Figure 5-9

When you turn any of these commands off (with the **Caps Off**, or **AllCaps Off**, or **NoCaps Off** commands), then MacSpeech Dictate resumes automatic capitalization and the indicator light in the **Status Window** will be gray.

Hyphenated and compound words

The behavior for dashes and hyphens is slightly different depending on what you are dictating. For most things, MacSpeech Dictate puts a space before and after a dash. If you dictate a US phone number, however, MacSpeech Dictate will correctly type it without the spaces before and after the dash.

To make a hyphenated word, you would need to say "hyphen" where you want the hyphen to appear, as follows:

"free HYPHEN wheeling"

Compound words and No Space commands

The No Space commands are useful when you want to type words without spaces in between them:

"No Space" Commands	
What You Say	**What Happens**
No Space On	Turns the No Space mode on, so there is no space between words.
No Space Off	Turns the No Space mode off
No Space <word>	Types the next word without a space in front of it.

For compound words you could say **No Space On** before you say the compound word, and then say **No Space Off** after you finish speaking the word. For example, to have MacSpeech Dictate type "AppleTV" you would say the following:

"NO SPACE ON Apple TV NO SPACE OFF"

The middle indicator light in the Status Window lights up green when the **No Space On** command is activated (Figure 5-10).

Figure 5-10

You can also say **No Space <word>** to type the next word without putting a space in front of it. Using the same example, you would say:

"Apple NO SPACE TV"

The middle indicator light in the Status window lights up orange when you say "**No Space**" and stays lit until you say the **<word>** portion of the command (Figure 5-11).

Figure 5-11

Punctuation

There are a variety of things you can say to have MacSpeech Dictate type punctuation and symbols. The following table lists the various things you can say, and what MacSpeech Dictate will type:

Punctuation Examples	
What You Say	**What Happens**
Ampersand	&
Apostrophe	‘
Apostrophe ess	‘s
Asterisk	*
At Sign	@
Back Slash	\
Back Quote / Backtick	‘
Caret	^
Cents Sign	¢
Close Angle Bracket	>
Close Brace	}
Close Bracket (US Only) **Close Square Bracket (All Dialects)**	]
Close Euro Quote	»
Close Parenthesis (All Dialects) **Close Bracket (Non-US Dialects)**	)
Close Quote	” (close curly quote)
Close Single Quote	’
Colon	:
Comma	,
Copyright Sign	©
Dash	<space> -- <space>
Degree Sign	°
Dollar Sign	$
Dot	.
Ellipsis	…
Em Dash	<space> --- <space>
En Dash	<space> -- <space>
Equals Sign	=
Euro Sign	€
Exclamation Mark (All Dialects) **Exclamation Point (US Only)**	!
Forward Slash	/
Full Stop (all dialects)	.
Greater Than Sign	>
Hash Sign (Non-US dialects)	#
Hyphen	<word>-<word>
Left Angle Bracket	<
Less Than Sign	<
Minus Sign	-
New Line	<one carriage return>
New Paragraph	<two carriage returns>
Number Sign (US Only)	#
Open Angle Bracket	<
Open Brace	{

Punctuation Examples	
What You Say	**What Happens**
Open Bracket (US Only) **Open Square Bracket (All Dialects)**	[
Open Euro Quote	«
Open Parenthesis (All Dialects) **Open Bracket (Non-US Dialects)**	(
Open Quote	“ (open curly quote)
Open Single Quote	‘ (open single quote)
Percent Sign	%
Period (US only)	.
Plus Sign	+
Point	.
Pound Sign (US Only)	#
Pound Sign (non-US Dialects) **Pound Sterling Sign (US Only)**	£
Question Mark	?
Registered Sign	®
Right Angle Bracket	>
Section Sign	§
Semi Colon	;
Sharp Sign (Non-US Dialects)	#
Slash	/
Space Bar	<the space character>
Tab Key	<the tab character>
Tilde	~
Trademark Sign	™
Underscore	_
Vertical Bar	|

Chat / Instant Messaging

In addition to being able to dictate directly to chat windows, MacSpeech Dictate has some special commands you can use when dictating an instant message in programs such as **iChat**, **AIM, MSN Messenger,** and many others:

Commands Helpful in Chat Programs	
What You Say	**What Happens**
Send Message	Sends the current message.
Smiley Face	:-)
Frowny Face	:-(
Winky Face	;-)

Numerals / Numbers

When you say a number, MacSpeech Dictate will either type out the words or the number, depending on the context in which the number was used. If you want to force the program

to type a number instead of typing the words for the number, say **Numeral** before saying the number.

MacSpeech Dictate has the ability to properly format numbers as they are spoken. Here are some examples:

Number Examples	
What You Say	**What Happens**
One or **Numeral One**	1
Five or **Numeral Five**	5
Seventeen	17
Forty Two	42
One Hundred Seventy Nine	179
Five Thousand Four Hundred and Twenty Three	5423
Five COMMA Four Twenty Three	5,423
Twelve Thousand Five Hundred and Thirty Seven	12,537
One Hundred and Forty Two Thousand and Fifteen	142,015
Thirty Five POINT Two Three	35.23
Zero POINT Zero Three (All Dialects) Naught POINT Naught Three (Non-US Dialects)	0.03
Forty-Three POINT Twenty Eight PERCENT SIGN	43.28%
Oh Two Four Six Zero	02460
Oh Two Four Six Zero HYPHEN One Four Five Eight	02460-1458
Two and Three Fourths	2 3/4
Eleven Over Thirty Two	11/32
Eleven Thirty Seconds	11/32
Ninety Nine Dollars and Fifty Five Cents	$99.55
Forty Five Euros and Thirty Five Cents	€45.35
Pound Sterling Sign One Hundred and Twenty POINT Thirty Five	£120.35

Fractions

You can dictate common fractions the way you would normally say them. To dictate 1/2, 1/3, 1/4, 1/5, 1/6, 1/7, 1/8, 1/9, 1/10, and 1/16 or a multiple of these fractions, just say the fraction normally. If the fraction is typed out as text ("one half" instead of "1/2") try saying **NUMERAL** before the fraction.

If the denominator (the bottom number) is greater than 10, enter the fraction by saying **slash** or **over** between the two numbers.

Fraction Examples	
What You Say	**What Happens**
One Half	1/2
One Fourth *or* **One Quarter**	1/4
Fifteen Sixteenths *or* **Fifteen Over Sixteen**	15/16
Three and Seven Eights *or* **Three and Seven Over Eight**	3 7/8
Nine SLASH Twelve *or* **Nine Over Twelve**	9/12
Five SPACE BAR Three SLASH Fifty Six	5 3/56
One Thirty Over Seventy	130/70

Roman Numerals

Roman Numerals are dictated by saying **Roman Numeral** and the number. For large numbers, say the number in smaller combinations, as shown in the last example below.

Roman Numeral Examples	
What You Say	**What Happens**
Roman Numeral One	I
Roman Numeral Four	IV
Roman Numeral Five	V
Roman Numeral Ten	X
Roman Numeral Fifty	L
Roman Numeral One Hundred	C
Roman Numeral Five Hundred	D
Roman Numeral One Thousand	M
Roman Numeral Twenty Four	XXIV
Roman Numeral Thirty One	XXXI
Roman Numeral One Thousand [pause] Roman Numeral Nine Hundred [pause] Roman Numeral Ninety [pause] Roman Numeral Seven	MCMXCVII

US ZIP Codes

Five-digit US ZIP Codes are dictated the same as any group of numbers. When dictating nine-digit ZIP Codes, you must say the hyphen.

US Zip Code Examples	
What You Say	**What Happens**
oh one oh oh five	01005
Five Three Four Zero Three	53403
Nine Four Seven Oh Four HYPHEN One One Five Oh	94704-1150

UK and Canadian Postal Codes

You can dictate UK postcodes by saying **Postcode** followed by the letters and numbers that make up the postcode. For Canadian postal codes, say **Postal Code** followed by the characters that make up the postal code. Spacing and formatting will happen automatically.

UK and Canadian Postal Code Examples	
What You Say	**What Happens**
Postcode N G Three Two H X	NG3 2HX
Postcode E Ten Seven B D	E10 7BD
Postcode E C Two Y Four L K	EC2Y 4LK
Postal Code K One A Zero M Five	K1A 0M5
Postal Code X Oh A Oh H Oh	X0A 0H0

Dates and Times

You can dictate most dates and times the way you would normally say them. Say **Oh** or **Zero** to enter 0. In dialects other than US and Canada you can also say **Naught**.

The US dialect of MacSpeech Dictate automatically types the colon (:) if you say **A M** or **P M** when dictating the time. Say **O'clock** or **Colon Zero Zero** to enter ":00."

Non-US dialects automatically type the point (.) if you say **A M** or **P M** depending on the regional setting.

Date and Time Examples	
What You Say	**What Happens**
Twenty Two January Nineteen Ninety Nine	22 January 1999
April Nine COMMA Two Thousand and One	April 9, 2001
Fourteen SLASH Oh Seven SLASH Eighty Five	14/07/85
Three SLASH Eleven SLASH Zero Two	3/11/02
Three SLASH Eleven SLASH Two Thousand and Two	3/11/2002
April First	April 1
March Twenty Second	March 22
The Nineteen Eighties	the 1980's
Eight COLON Thirty	8:30 (US) 8.30 (others)
Seven Forty Five A M	7:45 AM (US) 7.45 AM (others)
Ten Twenty Two P M	10:22 PM (US) 10.22 PM (others)
Three O'Clock or Three COLON Zero Zero	3:00 (US) 3.00 (others)
Five O'Clock PM	5:00 PM (US) 5.00 PM (others)

Telephone Numbers

MacSpeech Dictate will format phone numbers for you. For the US version, just say the number as you normally would, pausing between groups of numbers.

US Telephone Number Examples	
What You Say	**What Happens**
Three Five Zero Zero Nine Zero Three	350-0903
Six Oh Three Three Five Oh Oh Nine Oh Three	603-350-0903

US Telephone Number Examples	
What You Say	**What Happens**
One Eight Hundred Five Five Five One Two One Two	1-800-555-1212
OPEN PARENTHESIS Six Zero Three CLOSE PARENTHESIS Three Five Zero Zero Nine Zero Three	(603) 350-0903
One Two One Two Five Five Five Twelve Twelve	1-212-555-1212

When dictating a phone number for outside the US you will need to say all the punctuation (hyphens, spaces, and parenthesis).

Non-US Telphone Number Examples	
What You Say	**What Happens**
OPEN PARENTHESIS Oh One Six Two Eight CLOSE PARENTHESIS Elght Nine Four One Five Oh	(01628) 894150
Oh Two Seven SPACE BAR Six Two Nine SPACE BAR Eight Nine Four Four	027 629 8944
Six One HYPHEN Seven HYPHEN Four Six Nine Five HYPHEN Two Zero Five Five	61-7-4695-2055
OPEN PARENTHESIS Six Five CLOSE PARENTHESIS Two Seven Seven Eight Five Nine Zero	(65) 2778590

Spelling Mode

Spelling Mode allows you to spell one letter or numeral at a time, or speak punctuation marks. In Spelling Mode, Dictate recognizes what you say as letters or numerals (e.g. "c", or "1") rather than as words (e.g. "see", or "won"). To launch Spelling Mode, say the command **Spelling Mode**, or select **Spelling** from the Speech menu item, or toggle through modes with a designated hot key.

Spelling Mode Commands Examples	
What You Say	**What Happens**
a b c	abc
1 2 3 EXCLAMATION POINT	123!
a SPACEBAR b SPACEBAR c	a b c
a b CAP c	abC
a b c SCRATCH THAT	ab
a b c MOVE BACKWARD 1 CHARACTER d	abdc

A limited number of commands are available in Spelling Mode. These include "**Cap** <letter>", "**Spacebar**", and "**Move Backward/Forward [1-99] Character[s]**". Also, the commands **Scratch That**, **Scratch Word**, **Forget That**, and **Forget Word** will work and can be used to delete the last letter spoken.

These commands do NOT work in Spelling Mode: **Caps On/Off, AllCaps On/Off, NoCaps On/Off, New Line, New Paragraph.**

Tips for Spelling Mode:

• Remember that you are not in Dictation mode. So, don't try to speak full words. Spelling mode is mainly for printing individual characters. You may need to jump back and forth between Spelling and Dictation mode, but this can be done quickly with voice commands.

• In spelling mode, the commands **Move Backward/Forward [1-99] Character[s]** only work for characters that have been spelled.

• When entering Spelling mode, you will usually want to start with the command **Spacebar**, in order to start with a leading space. Otherwise MacSpeech Dictate will add the letters and numerals you speak directly on to the end of the last word you dictated before entering Spelling mode.

For example, you would dictate the following

"This is a test of how to speak SPELLING MODE <pause> SPACEBAR <pause> abc PERIOD"

The result is:

This is a test of how to speak abc.

If you did not say SPACEBAR you would get:

This is a test of how to speakabc.

Troubleshooting Dictation

Using MacSpeech Dictate for dictation is fairly straight forward — you speak, and the text appears at the location of the insertion point, in any document. Occasionally, however, you may experience reduced accuracy or other problems. There is usually an easy solution to these issues.

Extra Words

If "extra" words such as "*the*," "*to*," "*of*," "*oh*," and "*a*," appear in your document — sometimes when you aren't even speaking — this usually means the microphone is too close to your mouth. MacSpeech Dictate is capturing the sound of your breath, and attempting to convert this sound into words.

For best results, make sure the microphone is one to two fingertips away from the corner of your mouth. (If you are soft-spoken, you might have to have it as close as a thumb's width. If you have a loud voice, maybe a bit further.) When properly positioned, you should be able to drink from a normal-sized glass without touching the microphone or spilling the liquid.

Accuracy Issues

If your recognition accuracy suddenly deteriorates, first take a look at the signal strength meter in the Feedback window. When you speak, it should be about 80% to 90% green.

If there is too little or too much green in the meter, there is a good chance your voice is not being input properly for good recognition. This can happen if the noise level in the environment in which you are using MacSpeech Dictate changes from what it was when you first set up your profile.

Don't panic. All you need to do is select **Set Up My Microphone** from the **Tools** menu in MacSpeech Dictate to re-calibrate your microphone, which takes only a few seconds.

If Dictation Doesn't Appear In Your Document...

Make sure you are using the same microphone that was connected when you set up the current profile. Microphones are profile-specific. To use a different microphone, you need create a new profile.

For more information on troubleshooting, please see the MacSpeech Support web site at:

<http://www.macspeech.com/support_center>

Speaking Tips -- For Your Voice

Dictation may help alleviate RSI (Repetitive Strain Injury), because it eases the burden on your arms and hands. But speech recognition has its own potential problem, which is vocal strain. Overuse of your voice can cause hoarseness and a sore throat. With a bit of preparation, however, you can easily avoid vocal strain.

Keep Drinking

We're talking about keeping your vocal cords lubricated. Speaking for long periods will dry out your throat, so keep something drinkable nearby. While it is true that some liquid is better than no liquid, it is also true that some liquids are better than others. Plain water is best, and, because cold makes your throat muscles tighten up, water at room temperature is preferred. Caffeine promotes dehydration, so avoid it.

Find The (Vocal) Middle Ground

It is as much of a mistake to speak too quietly as it is to speak too loudly while dictating. Either extreme can lead to vocal strain. Try to keep a conversational speaking tone, as though you're speaking to a person who is about an arm's length away.

Mind Your Posture

Sit up straight. It helps to have an adjustable chair with support for good posture. This helps your voice because there

is a free flow of air. When slumped in your chair, you work harder to speak.

Don't forget to breathe

It is easy to get into the bad habit of squeezing or blasting out a phrase at a time, with insufficient breath to power your voice. Try breathing from your diaphragm, not the upper chest or throat.

Relax

If you are sitting tense and too rigid in your chair, chances are your voice and vocal cords will be tense too. Make a conscious effort to keep your shoulders and facial muscles loose.

Take Breaks

Overdoing it seems to be a common trait in almost all computer related injuries. Dictating too long without a break is a great way to get a sore throat or end up feeling hoarse. Try not to dictate more than about 45 minutes without taking a short break.

Get Professional Help

This last tip is not for everyone, but if you expect to do a lot of dictation, consider taking a couple of hours of training from a speech teacher. In a short time, a good vocal coach can give you useful tips and exercises that will help protect your voice.

Dictation Advanced Topics

Text Editing & the Purge Cache command

As mentioned at the beginning of this chapter, using a combination of voice dictation and keyboard/mouse in other applications can lead to strange behavior with your text.

If you combine dictation *and* typing to edit a document, MacSpeech Dictate cannot always keep track of the typed contents the same way it keeps track of dictated contents. The dictated contents are tracked in Dictate's cache (pronounced "cash").

In addition, changes made to a document through the common text editing commands (**Cut, Copy, Paste, Undo/Redo**) are tracked by the active application, not MacSpeech Dictate... *even if those commands are initiated by voice commands through Dictate.*

This means you can still try to use these text editing commands in a dictated document. However, if you want to attempt this "mixed editing", you will need to do editing in small batches, and use a special command (**Purge Cache**) to commit edits to the document each time edits are completed.

Text Editing Commands

What You Say	What Happens
Cache Document	Prepares pasted text from other applications for editing by dictation in Note Pad.
Copy Selection	Copies the selected text.
Cut Selection	Cuts the selected text.
Paste From Clipboard	Pastes text from clipboard.
Purge Cache	Commits dictated text to an existing document.
Redo Last Action	Tells active application to perform most recent action again.
Undo Last Action	Tells active application to undo most recent action. Equal to Cmd-Z keyboard shortcut in many applications.
Select All	Selects all text.

The **Purge Cache** command makes MacSpeech Dictate forget about any dictated content in the document, so it considers all the contents simply as typed text. After using **Purge Cache**, the program will treat the document as though nothing has been dictated. MacSpeech Dictate will then better handle inserting new dictation into the existing text.

To make changes to an existing document, use the selection commands and dictation to make a set of changes. Use the **Purge Cache** command to purge the extra information that MacSpeech Dictate stores about each dictation. Then you may move on to the next set of changes.

Another use of this command is during navigation of a window that has multiple fields, such as an email client, a database, or a spreadsheet. After finishing dictating in a field, using the **Purge Cache** command at the beginning of the next field will ensure that prior dictation does not affect the contents of the new field.

Cache Document Command

If you paste text from another application into MacSpeech Dictate's **Note Pad**, you can use the **Cache Document** command to prepare that text for editing through dictation.

The **Cache Document** command only works with documents in MacSpeech Dictate's **Note Pad**. In addition, when you use the **Purge Cache** command in **Note Pad** it automatically performs a **Cache Document** command, so that **Note Pad** will always know the contents of its own window.

Please check the MacSpeech Support web site for updates on more advanced technical details for using these commands.

Chapter 6: Controlling Your Mac

In this chapter, we will look at some ways MacSpeech Dictate can control a Macintosh. It can open files or applications, type keyboard commands, and press buttons.

MacSpeech Dictate is not likely to replace your keyboard and mouse completely. Think of MacSpeech Dictate as a "third hand" to click a button without raising your hands from the keyboard, or to open a file without digging through folders. As you work with it, you will figure out what tasks are right for you to accomplish by voice, keyboard, and/or mouse.

Using Command Mode

Command mode is used when you want to have MacSpeech Dictate focus only on executing commands. While all commands are also available in **Dictation** mode, dictation commands are ignored when you are in **Command** mode. This makes it easier for MacSpeech Dictate to understand the commands.

Here are some tips for using **Command** mode:

- Make sure you see "Command" in the MacSpeech Dictate Status window before you begin speaking the command.
- Don't pause in the middle of saying a command. If you say "*Close <pause> Window*" instead of "*Close Window,*" MacSpeech Dictate may not understand what you want it to do.
- To see which commands are available, keep the **Available Commands** window open. You can open this window by saying "**Show Available Commands Window**". Hover your cursor over a command to see a brief description of what it does.

Switching To Command Mode

To switch to **Command** mode, do one of the following:

- Say "Command Mode"
- Select "Command" from MacSpeech Dictate's Speech menu
- Press the keyboard shortcut for switching modes.

You can tell MacSpeech Dictate is in Command Mode because "Command" appears in the **Status** window, as in Figure 6-1.

Figure 6-1

The available commands can be seen in the **Available Commands** window (Figure 6-2). The list will change depending on what you are doing, and which application you are using Dictate to control. MacSpeech Dictate tracks which application is active, and automatically loads any commands it has available for this application.

Available Commands
Dictation Commands
Built-in dictation commands
– Capitalize The Word[s] "text" [Through/To "text"]
– Train The Word[s] "text" [Through/To "text"]
– Delete The Word[s] "text" [Through/To "text"]
– Insert After The Word[s] "text" [Through/To "text"]
– Insert Before The Word[s] "text" [Through/To "text"]
– Lowercase The Word[s] "text" [Through/To "text"]
– Select The Word[s] "text" [Through/To "text"]
– Uppercase The Word[s] "text" [Through/To "text"]
– No Space
– No Space On/Off
– Move Backward/Forward 1–99 Words
Globals
About this Application
Access Find Window
Bold That
Bring Dictate to the Front
Cache Document
Cancel This Operation
Capture Screen
Capture Selection
Command Mode

Figure 6-2

Launching Applications

MacSpeech Dictate already knows the names of applications on your hard drive and allows you to open any of them by voice. Here's how:

Say "***Open** [application name].*"

Make sure in your Preferences for MacSpeech Dictate that the box is checked for Generate Application Launch Commands. You will find this under Command in the Preferences (in the Dictate menu). Then when you install or update applications, MacSpeech Dictate can learn how to open them by voice as well.

NOTE: You can't launch MacSpeech Dictate by voice, because it has to be running before it can interpret your speech. If you

want the program to launch when you start your Macintosh, do one of the following:

- Control-click or hold down the mouse button on the MacSpeech Dictate icon in the Dock. Select "Open at Login" from the menu.
- Drag the MacSpeech Dictate icon into the Login Items section of the Accounts panel in System Preferences.

Controlling Buttons

MacSpeech Dictate can operate most buttons that appear in dialog boxes regardless of the mode it is in. You can verbally press a button by saying:

"Press [button name]"

For example, if a dialog box appears on the screen asking if you want to save a document, the choices are usually "*Don't Save*," "*Cancel*," and "*Save*." You can press these buttons using your voice by saying **Press Don't Save**, **Press Cancel**, or **Press Save**.

MacSpeech Dictate only knows about buttons that were programmed in accordance with Apple's programming guidelines. If you try to press a button by voice and it doesn't respond, it is probably because the program you are using has not told Mac OS X about its buttons.

Managing Commands and Command Sets

MacSpeech Dictate manages a number of different files that have commands, words, and text macros. These files are known as *command sets*. Some of these sets contain commands that work everywhere on your Mac; these are *global* commands. Others are only active while in a particular application, and are called *application-specific* commands.

To access these commands, choose **Commands...** from the **Tools** menu. The Command List window opens, as shown in Figure 6-3.

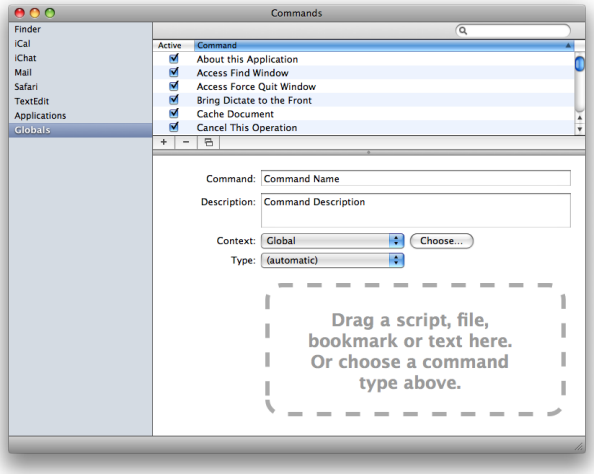

Figure 6-3

By default, all commands are set as "Active" when you start MacSpeech Dictate. A particular command can be deactivated by clearing the check mark in the **Active** column next to the set.

Global Commands

MacSpeech Dictate's **Global** commands are available in any application, whenever the microphone is active.

Dictation Commands

MacSpeech Dictate's **Dictation** commands are available when MacSpeech Dictate is in Dictation Mode. These are general commands for positioning the insertion point, controlling capitalization, and deleting the last spoken word or phrase.

Types of Commands

There are several types of commands in MacSpeech Dictate:

- AppleScript: This allows an AppleScript to be executed when you speak its name. MacSpeech Dictate has a built-in script editor for editing and testing scripts.
- Text Macro: A text macro types a predefined block of text when you speak its name. The text can be a whole form letter or just an address; in fact it can be any amount of text.
- Keyboard Shortcut: This is a type of command using AppleScript, that executes keystroke combinations, and deserves special mention. You will recognize these by their names and functions equivalent to keyboard commands such as Copy (Cmd-C), Select All (Cmd-A), Undo (Cmd-Z), etc. But you can also create or modify your own commands that perform other keystroke combinations.
- Application: These are commands that open a specific application. You would only need to use

this if there is an application on your hard drive stored outside the Applications folder that you would like to open by voice.

- Bookmark: A Bookmark command opens a web page when it is spoken.
- File or Folder: A File or Folder command will open a File or Folder when it is spoken.
- Menu Item: Chooses an item from the designated application's various menus.
- Shell Script: You use this to run Shell Scripts by voice. Shell Scripts are scripts created to run in Mac OS X's Terminal application.
- Automator Workflow: This command will run the referenced Automator Workflow when its name is spoken.

Creating and Modifying Commands

Most commands are written in AppleScript, Apple's system-wide scripting language. An AppleScript tutorial is beyond the scope of this manual. You can learn more about how to write AppleScript from Apple's web site, at http://www.apple.com/applescript/.

All the commands built-in to MacSpeech Dictate are *open source*, which means their source code is available for you to view, or copy and modify. Commands can be **Automatically** or **Manually Created**. When you create or modify a command, MacSpeech Dictate automatically saves it for you, and it appears in the Command list for the Command set in which it was created.

Creating Commands Automatically

To create an Automatic command, follow these steps:

Turn off MacSpeech Dictate's microphone.

1. Switch to MacSpeech Dictate by clicking the MacSpeech Dictate icon in the Status window, or using the Dock.
2. Choose "Commands…" from the Tools menu. The Commands window opens (Figure 6-3). Individual command sets are listed in the left sidebar. For this example, we will create a new global command in the Global command set.
3. In the Commands window, select the command set into which you want the command to be stored from the "Context" menu.
4. Click the Plus Sign, or select "New Command" from the File menu. A new command is created and is ready to be edited, as shown in Figure 6-4.

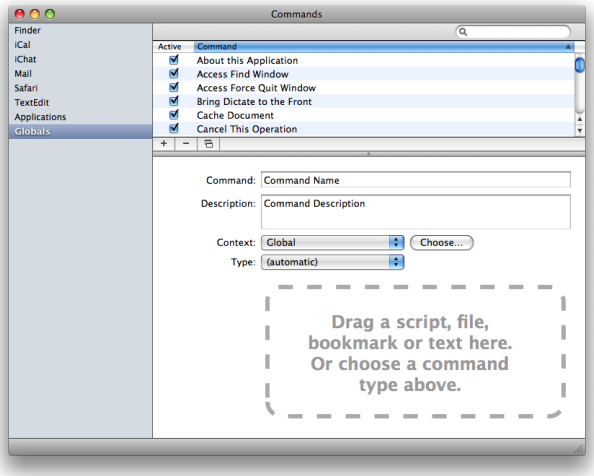

Figure 6-4

5. Drag an existing AppleScript file, bookmark, text or text clipping, file or folder, or Automator Workflow into the editing area for the new command.

   When creating a bookmark command, you can drag the address from the address field in most browsers directly into the Automatic area of MacSpeech Dictate's command window.
6. A suggested name will be entered in the Command Name Field. Leave it as is or enter a new name.

TIP:

If you are creating your own commands, you will need to give them unique names that are speakable. Command names should be two or more words and composed of words only -- i.e. do not use abbreviations, numerals or punctuation.

Creating Commands Manually

You can also create a command manually. Use this method when you don't have pre-existing content that will work with MacSpeech Dictate's ability to automatically create a command.

To create a command manually, follow these steps:

1. Switch to MacSpeech Dictate by clicking the MacSpeech Dictate icon in the Status window, or using the Dock. Turn off the microphone.
2. Choose "Commands…" from the Tools menu. The Commands window opens (Figure 6-3). Individual command sets are listed in the left sidebar. For this example, we will create a new global command in the Global command set.
3. In the Commands window, select the command set into which you want the command to be stored from the "Context" menu.
4. Click the Plus Sign, or select "New Command" from the File menu. A new command is created and is ready to be edited, as shown in Figure 6-4.
5. Select the type of command you want to add from the "Type" pop-down menu, as shown in Figure 6-5.
6. Edit the command so it does what you want when its name is spoken.

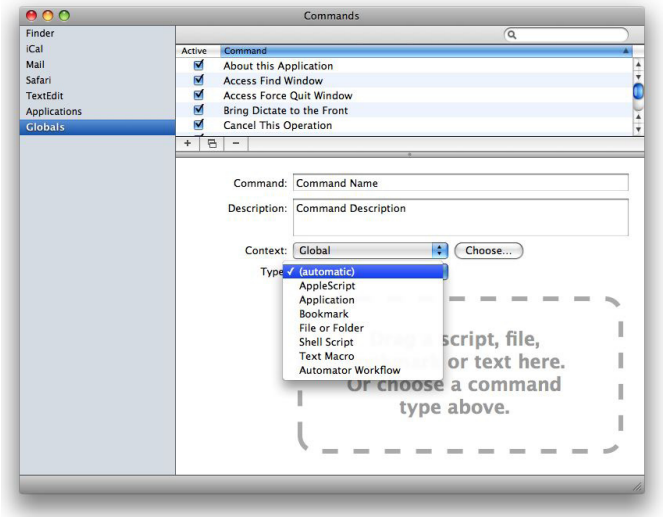

Figure 6-5

Types of Commands - More Details

The Command window will look slightly different depending on what type of command you are creating. This section will provide additional information to assist you in creating different types of commands. Refer to Figure 6-5 for an illustration of how to select the different types of commands in the Command window.

AppleScript

Anything that can be written as an **AppleScript** can be made into a voice command. MacSpeech Dictate includes a full AppleScript Script Editor. Enter the code for the AppleScript into the **Source** field. Press the **Compile** button to verify the script will compile, and the **Stop** or **Run** buttons to stop or run the script.

To see the result of running a script, click the **Result** button.

Keyboard Shortcut

Any keystroke combination can be recorded as a **Keyboard Shortcut** command. After you create and name a new command, select the Type as "AppleScript". Click on the gray button titled "Click to record shortcut" at the bottom of the window. Then type in the keystroke combination.

Application

Application commands are for opening applications that can be seen by your computer. By default, MacSpeech Dictate already knows how to open all the applications in your Application folder. You would only need to create this type of command if you wanted to open an application that is outside your Applications folder, such as on an external hard drive or network server.

Bookmark

The quickest way to create a **Bookmark** command is to simply drag a URL to the Automatic area of the Command window, as discussed earlier in this chapter. If you want to manually create a Bookmark command simply type the web address, including the "http://" into the **URL** field, then give the command a name and description.

File or Folder

A **File or Folder** command allows you to use your voice to open any file or folder you could normally open in the Finder. As with Bookmarks, the quickest way to create a command of this type is to simply drag a file or folder's icon into the **Automatic** area of a new **Command** window and name the command.

If you want to manually create a **File or Folder** command, type the path to the item, or click the Browse button and navigate to it, then give the command a name and description.

Menu Item

A **Menu Item** command allows you to use your voice to choose an item from the menu of an application, as though you were selecting that menu item with the mouse or keyboard shortcut. After you create and name a new command, select the Type as "Menu Item". To manually create a **Menu**

Item command, type the path to the item in the "Menu Path" field (such as "Finder->View->Keep Arranged By->Name").

Shell Script

A **Shell Script** is a text file that contains a sequence of commands for your computer to execute. In Mac OS X, shell scripts are most commonly created with Apple's **Terminal** program, which you will find inside the **Utilities** folder on your hard drive. If you save a Shell Script from within Terminal, you can drag it into the **Automatic** area of a new Command and name it to easily create the command.

To manually create a **Shell Script** command, select **Shell Script** from the **Type** pop-down menu and write the shell script directly into the **Source** field of the **Command** window, then choose a name for your command.

Text Macro

Text Macros put whatever is in the **Text** area of the **Command** window at the insertion point whenever the command's name is spoken. They can have an unlimited amount of text in them.

Text Macros work almost like any other command — you speak the command name to invoke the macro. Instead of executing an action, however, a Text Macro enters pre-defined text at the insertion point in the active document. Like with dictation, MacSpeech Dictate doesn't care where the insertion point is. It can be in a word processing document, a cell in a spreadsheet, using the text tool of a graphics program, or even the name of a file in the Finder.

Text Macros are great for form letters, email signatures, starting a letter – just about anything you need to type frequently.

Creating Your Own Text Macros

Creating text macros is similar to creating other commands. Here's how:

1. Switch to the MacSpeech Dictate application by clicking the MacSpeech Dictate icon in the Status window Dock. Turn off MacSpeech Dictate's microphone.
2. Select "Commands…" from MacSpeech Dictate's Tools menu.
3. Click the Plus Sign or select "New Command…" from the File menu to create a new command.
4. Select "Global" from the "Context" menu to store the command in the Global command set. You can also store Text Macros in application-specific command sets. Doing so will mean the command will only be available when that application is active.
5. Select "Text Macro" from the Type pop-down menu.
6. Enter text in the "Text" area that is to be typed when the name of the command is spoken (you can also paste or dictate into this field).
7. Enter a name for the new command in the "Command" field.
8. Optionally, enter text into the "Description" field (this is for informational purposes only and will not be typed out).

Your command will automatically be saved.

That's all there is to it. Whenever you say the name you gave that command, it will insert the text you put in the **Text** area for that command at the insertion point of the active application.

Automator Workflows

Mac OS X comes with some examples of Automator Workflows. Let's try making one speakable. We're going to make the **Copy Unread Mail to iPod Notes** workflow speakable.

1. Launch MacSpeech Dictate if it is not already running and turn on its microphone.
2. Say "Open Automator"
3. With your mouse, select "Open Examples Folder" from Automator's Help menu. This will open a Finder window with the Automator Examples in it.
4. Say "Microphone Off."
5. Switch to MacSpeech Dictate by clicking it's icon in either the Status window or the Dock.
6. Select "Commands…" from the Tools menu.
7. Click the Plus Sign to open a new Command window, or select "New Command…" from the File menu.
8. Make sure "Globals" is selected from the Context pop-down menu in the Command window (unless you want the macro to only execute when a particular application is active. If so, then put it in that Application's command set).

9a. At this point, you simply drag the Automator Workflow icon named "Copy Unread Mail to iPod Notes" to the automatic area in the Command window, name the command, and (optionally) provide a description and you are done.

If you want to manually create the command, do the following instead of step 9a:

9b. Select "Automator Workflow" from the Type menu in the Command window.

10. Click the Browse button and navigate to the example workflow. It is located at the following path: <HARD DRIVE>/Library/Application Support/Apple/Automator/Workflows

Duplicating Commands

To duplicate a command, do the following:

1. In the side bar, click the command set to which the command you want duplicated belongs.
2. Highlight the command you want to duplicate in the command list.
3. Press the button that looks like two documents on top of each other.
4. The command you highlighted in step 4 is duplicated with the name "<command name> copy."

Modifying Commands

To modify a command, do the following:

1. In the side bar, click the command set to which the command you want modified belongs.
2. Highlight the command you want to modify in the command list.
3. Make any modifications you would like. MacSpeech Dictate will automatically save the modified command for you.

Deleting Commands

To delete a command, do the following:

1. In the side bar, click the command set to which the command you want deleted belongs.
2. Highlight the command you want to delete in the command list.
3. Press the minus button.

Troubleshooting Commands

There are several things to check if a command does not execute after it is spoken. First, make sure you are pausing briefly both before and after you say the command. This will help MacSpeech Dictate recognize what you said as a command.

If you have problems getting a command to be recognized while in **Dictation** mode, try switching to **Command** mode. This will limit the vocabulary MacSpeech Dictate understands to only those words that are in the command names, making them easier to recognize.

To insure you are in command mode, make sure the microphone is turned on and say **Command mode** or select **Command** from the **Speech** menu. When in **Command** mode, the word *Command* will appear in the Status window.

If a command still fails to execute, make sure you are saying the right thing. To do this, make sure MacSpeech Dictate's microphone is turned on and say "**Show Available Commands Window"**. This will display a list of commands that can be spoken at that time. If the command you are trying to execute is in the list, double-click its name. If you don't see the command in the **Available Commands** window, then it is not available to be spoken.

Chapter 7: Reference

This chapter provides a quick reference to menus and windows.

Getting Technical Support

Via the World Wide Web

MacSpeech's web site provides access to technical support resources 24 hours a day. Go to http:/www.macspeech.com/support_center for answers to many questions. This is where you should go first for help.

Via E-mail

You can also contact MacSpeech Support via email to dictate-support@macspeech.com, or by selecting **Send Email To Tech Support** from the **Help** menu when MacSpeech Dictate is the active application.

Dictate Menu

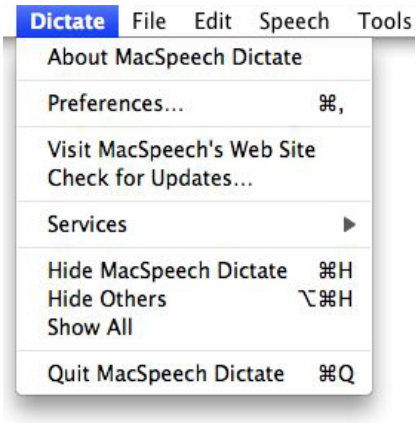

Figure 7-1

About MacSpeech Dictate

Displays the **About** window. Click anywhere to dismiss it.

Preferences... (Cmd-comma)

Opens the Preferences window, which has four panes. Switch between panes by clicking the icons in the toolbar at the top of the window. Closing the Preferences window saves any changes.

The Preferences panes are **General**, **Recognition, Command**, and **Shortcuts.** Here is detail on each:

1. General

General Preferences (Figure 7-2a) is where you fine-tune MacSpeech Dictate's performance and behavior. It has four sections, **Startup Mode**, **Startup Actions, Feedback**, and **Recognition**.

Startup Mode

This controls the state MacSpeech Dictate is in when it is launched. You can have it start up with the Microphone off (**Idle - Mic Off**), in **Dictation** mode, in **Command** mode, or **Sleep**.

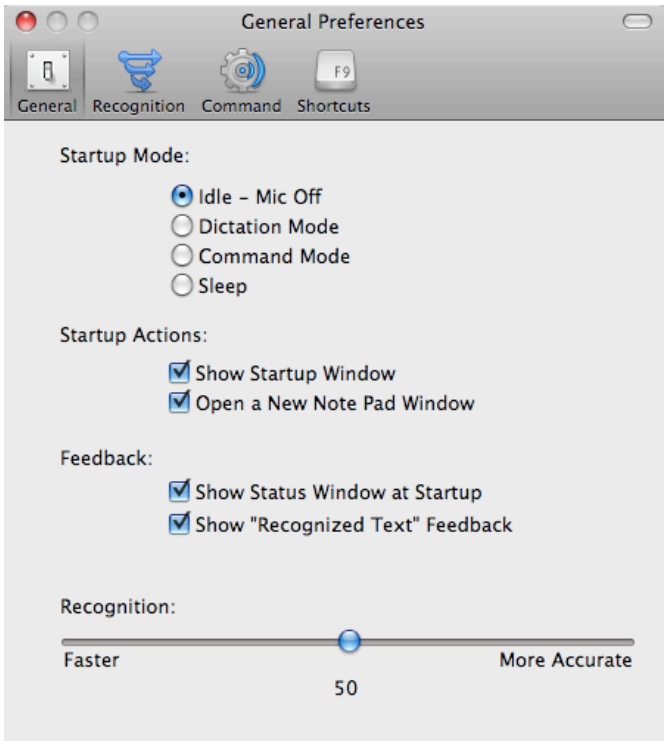

Figure 7-2a

Startup Actions

These options control what happens when MacSpeech Dictate is launched. Check **Show Startup Window** to see the startup window when MacSpeech Dictate launches. This is useful if you have are multiple profiles. Check **Open a New Note Pad Window** if you prefer dictating into MacSpeech Dictate's **Note Pad**. If you prefer dictating into other applications leave this unchecked.

Feedback

These options control whether or not to show the **Status** window at startup, and if you want to see the recognized text printed on the screen. When the **Show "Recognized Text" Feedback** option is on, whatever you say will appear in white shadowed text below the **Status** window whenever the **Status** window is visible.

Recognition

Moving the slider towards **Faster** makes text appear more quickly, but may sacrifice accuracy. Moving the slider towards **More Accurate** makes the program try harder to understand you, which could slow it down. By default, the slider is set to balance the two factors. Feel free to experiment to see what setting works best for you.

2. Recognition Preferences

Recognition Preferences (Figure 7-2b) allows you to adjust how the Recognition Window is shown and/or hidden.

Figure 7-2b

Show Recognition Window When Dictating will show the Recognition Window after each word or phrase that you dictate. **Close Recognition Window After Each Choice** will hide the Recognition Window after an item is selected for the list.

3. Command Preferences

Command Preferences allow you to adjust the ways commands are handled. This window has two sections, **Available Commands Window** and **Command Generation at Startup** (Figure 7-3).

Available Commands Window

Checking **Hide at Startup** will hide this window when MacSpeech Dictate starts up.

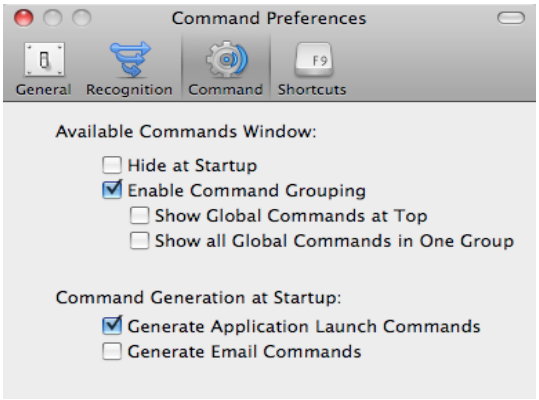

Figure 7-3

Enable Command Grouping will group commands, rather than show them as one big alphabetical list. This option has two sub-options: **Show Global Commands at Top** and **Show all Global Commands in One Group.**

Global Commands at Top

When checked, this option forces all the **Global** commands to appear at the top of the **Available Commands** window.

Show all Global Commands in One Group

This option puts all the Global commands in one group, leaving application-specific commands in their separate groups.

Command Generation at Startup

Turn on **Generate Application Launch Commands** to allow each application in the Applications folder on your hard drive to be opened by voice. With this option on you can say **Open** followed by the name of an application to open it by voice. For example, “Open iChat”, or “Open Safari”.

The **Generate Email Commands** option generates commands that can address an email to a person in your Address Book.

4. Shortcuts Preferences

This pane (Figure 7-4) allows you to choose what keyboard shortcuts you want to use to toggle the microphone on or off, cycle through the speech modes, and show the Recognition window.

The defaults are Command-F11 to toggle the microphone, Command-F10 to select the speech mode, and Command-F9 to show the Recognition window. You can use any key combination you prefer, provided the combination includes at least one modifier key (Command, Control, or Option). The **Toggle Microphone** shortcut turns the mic on and off. The **Select Speech Mode** shortcut will switch between **Dictation** and **Command** modes. The **Show Recognition Window** will show and hide the Recognition Window.

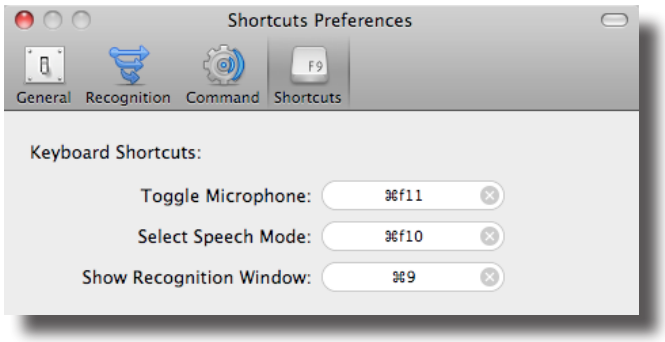

Figure 7-4

Dictate Menu (continued)

Visit MacSpeech's Web Site
Launches your browser and takes you to MacSpeech's Web site (Internet connection required).

Check for Updates...
Checks for to see if there are any software version updates available for MacSpeech Dictate (Internet connection required).

Services
Provides access to Mac OS X's Services.

Hide MacSpeech Dictate (Cmd-H)
Hides MacSpeech Dictate

Hide Others (Cmd-Opt-H)
Hides all applications other than MacSpeech Dictate.

Show All
Shows all hidden applications.

Quit MacSpeech Dictate (Cmd-Q)
Quits the MacSpeech Dictate application.

File Menu

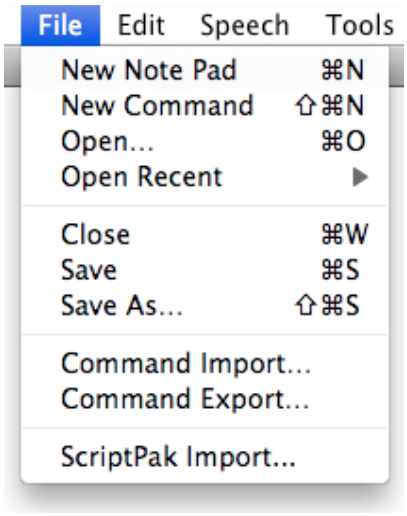

Figure 7-5

New Note Pad (Cmd-N)
Choose this to open a new **Note Pad** window (figure 7-6). You can dictate directly into a **Note Pad** window and transfer the text to another document. Multiple **Note Pad** windows can be open at once.

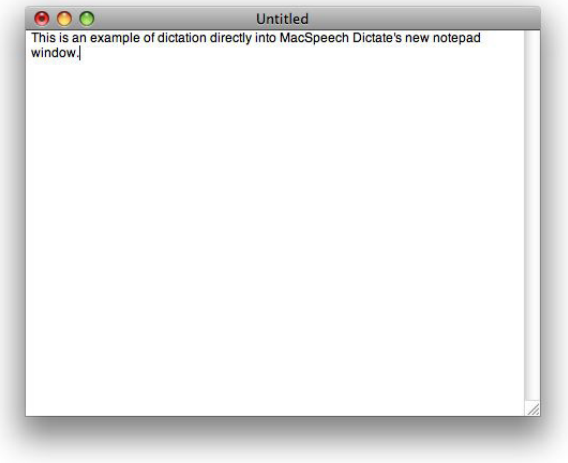

Figure 7-6

The **Note Pad** may provide more control over the text you are dictating compared to many third-party applications. Many commonly-used word processing commands are available for formatting the text in this window. These commands are in the **Edit** and **Format** menus, which are described later in this chapter.

New Command (Cmd-Shift-N)
This opens a new **Command** window (Figure 7-7).

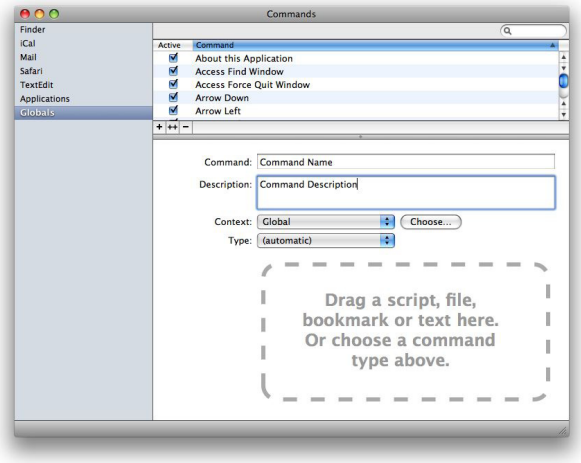

Figure 7-7

Open (Cmd-O)
Opens a previously saved **Note Pad** document.

Close (Cmd-W)
This closes the active window.

Save (Cmd-S)
This allows you to save the current **Note Pad** window.

Save As... (Cmd-Shift-S)
Saves the current **Note Pad** document under a different name.

Command Import
Allows importing sets of commands.

Command Export
Exports designated sets of commands.

ScriptPak Import...
Imports commands that have been exported from iListen. For more assistance with this, please consult the iListen User Guide.

Edit Menu

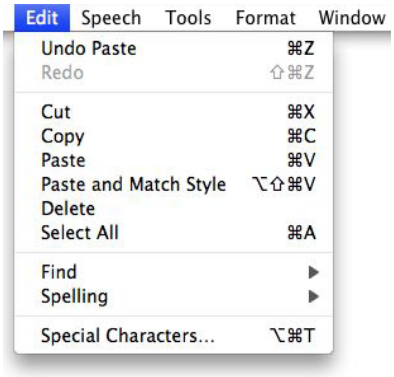

Figure 7-8

All these commands are designed to work exactly as they do in other Macintosh applications.

Speech Menu

Figure 7-9

The Speech Menu is used to turn the microphone on or off, and to select MacSpeech Dictate's mode.

Microphone On/Off
Using this menu item toggles the microphone on and off. The menu item changes to **Microphone Off** when the microphone is on.

Dictation
Choosing this puts MacSpeech Dictate into **Dictation** mode.

Command
Choosing this puts MacSpeech Dictate into **Command** mode.

Spelling
Choosing this puts MacSpeech Dictate into **Spelling** mode.

Sleep
Choosing this puts MacSpeech Dictate to **Sleep**. When in Sleep mode, the microphone will remain on but the program will ignore everything you say until you say **Wake Up**.

Tools Menu

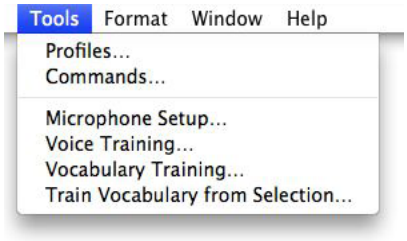

Figure 7-10

Profiles...
Opens the **Profiles** window (Figure 7-11), from which you can change to a different profile, as well as add or delete profiles.

Figure 7-11

Highlight the profile you want to use, then click the **Make Active** button. If there is only one profile listed, clicking the **Make Active** button also closes the window.

Commands
The **Commands** window (Figure 7-12), allows you to manage **Global** and **Application Specific** commands.

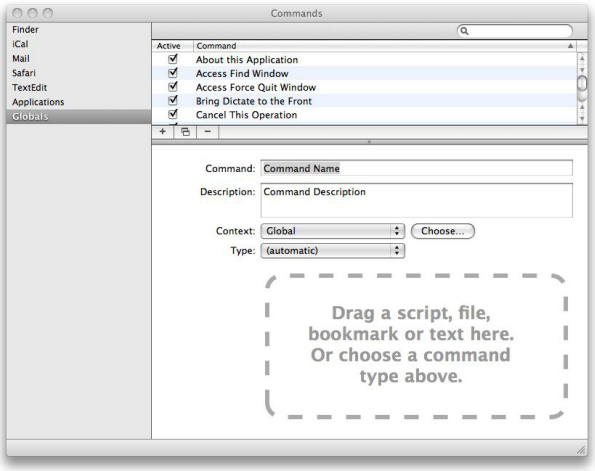

Figure 7-12

Microphone Setup...

Use this if accuracy seems to be decreasing. **Microphone Setup** will help if you change the microphone's position, if the noise level in the environment has changed, or adjust your profile if the characteristics of your voice change.

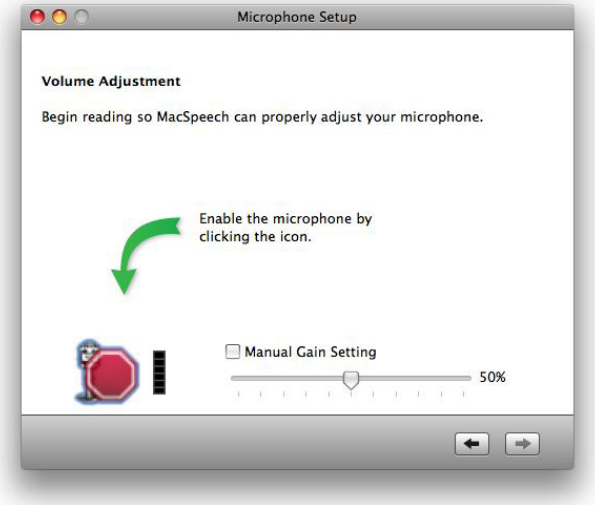
Microphone Setup
Volume Adjustment
Begin reading so MacSpeech can properly adjust your microphone.
Enable the microphone by clicking the icon.
Manual Gain Setting
50%

Figure 7-13

Voice Training...

Select **Voice Training** (Figure 7-14) when you want to read more training stories in order to further improve your accuracy. Stories you have already read are indicated with a MacSpeech Dictate icon next to their name. Select a story from the list in the **Voice Training Selection** window and then follow the on-screen instructions.

As you read, recognized text will turn green. If something is not recognized, the text will turn red. When that happens, pause briefly, and re-read from the text that is not green.

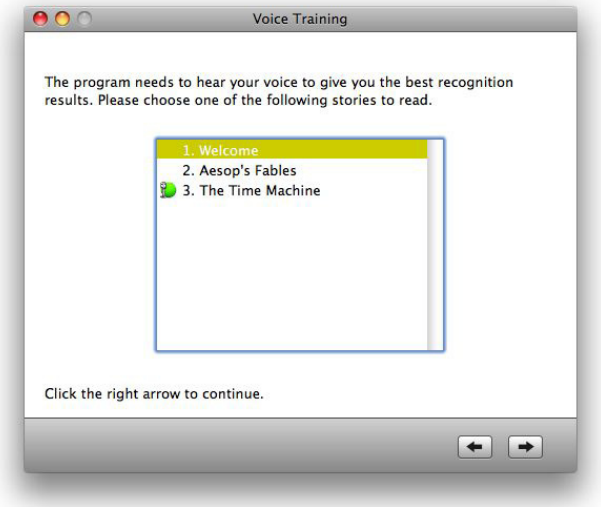
Voice Training
The program needs to hear your voice to give you the best recognition results. Please choose one of the following stories to read.
1. Welcome
2. Aesop's Fables
3. The Time Machine
Click the right arrow to continue.

Figure 7-14

Vocabulary Training...

Vocabulary Training allows you to have MacSpeech Dictate analyze documents you have written and discover words you commonly use which are not in MacSpeech Dictate's extensive vocabulary.

Train Vocabulary from Selection...

This allows you to select text in MacSpeech Dictate's Note Pad and have MacSpeech Dictate learn new vocabulary from it.

Vocabulary Training and **Train Vocabulary from Selection** both display a window similar to the one shown in Figure 7-15.

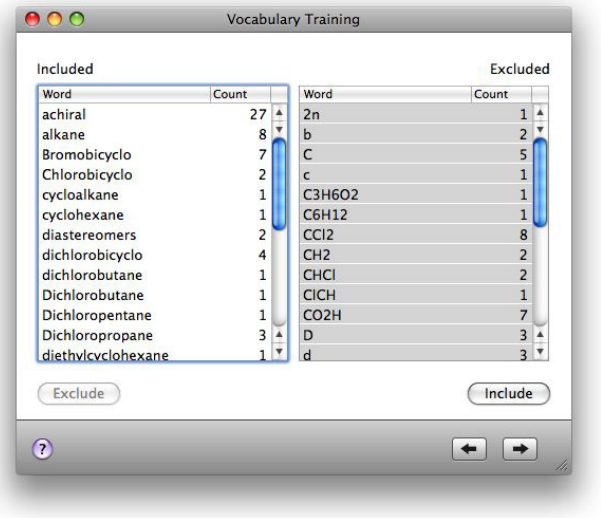

Figure 7-15

Format Menu

Items in the **Format Menu** change the look of text in a **Note Pad** document. There are two menu items: **Fonts** and **Text**.

Fonts

The items in the **Font** menu (Figure 7-16) control how text is formatted.

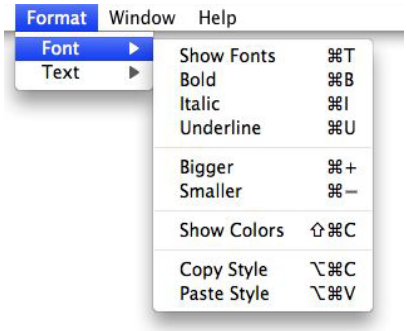

Figure 7-16

Show Fonts (Cmd-T)

This menu item displays the Font palette, as shown in Figure 7-17.

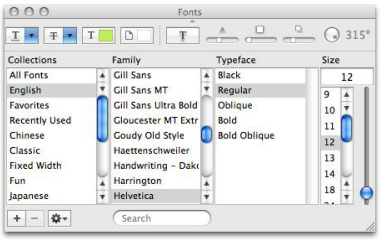

Figure 7-17

Bold, Italic, Underline (Cmd-B, Cmd-I, Cmd-U)

These menu items format your selection in **Bold**, *Italics*, or Underlined, respectively.

Bigger, Smaller (Cmd-Plus Sign, Cmd-Minus Sign)

The menu items increase and decrease the size of the selected text.

Show Colors (Cmd-Shift-C)

This menu item displays the Color Palette (Figure 7-18), which you can use to change the color of the selected text.

Figure 7-18

Copy Style (Cmd-Opt-C)

This copies the style of the selection.

Paste Style (Cmd-Opt-V)

This applies the style information from the clipboard to the selection.

Text

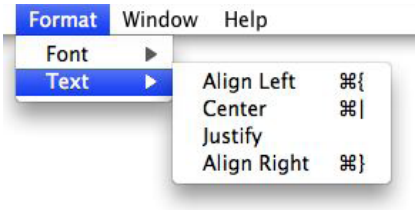

Figure 7-19

The menu items in the Text sub-menu allow you to align the selected text left, right, centered, or justified.

Window Menu

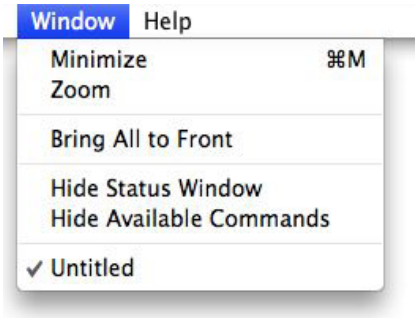

Figure 7-20

Minimize (Cmd-M)

Minimizes the active window to the Dock.

Zoom
Zooms the active window to its full size.

Bring All To Front
Brings all MacSpeech Dictate windows to the front.

Show or Hide Status Window
Shows or hides the **Status** window.

Show or Hide Available Commands
Shows or hides the **Available Commands** window.

At the bottom of this menu is a list of all currently open MacSpeech Dictate windows. The active window is indicated by a check mark to the left of its name.

Help Menu

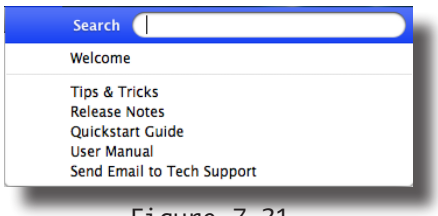

Figure 7-21

Search
Enter a word or phrase in this field to search for a particular topic on which you need help.

Welcome
Displays the MacSpeech Dictate **Welcome** document in a window.

Tips & Tricks
Displays **Tips & Tricks** for using the currently installed version of MacSpeech Dictate.

Release Notes
Displays the **Release Notes** for the currently installed version of MacSpeech Dictate.

Quickstart Guide
Displays the **Quickstart Guide** for the currently installed version of MacSpeech Dictate.

User Manual
Opens the **User Guide** for the currently installed version of MacSpeech Dictate.

Send Email to Tech Support
Prepares a message in your email client to send to MacSpeech Technical Support.

Status Window
The **Status** window displays information about the microphone, sound input, certain commands, recognition options, and the current profile.

Microphone Off
When the microphone is off, the microphone button will show a red octagon in front of the microphone. This is the default state when MacSpeech Dictate is first launched. (You can change the startup state in Preferences). When off, the signal meter to the right of the microphone button will be empty (black) as in Figure 7-22. Clicking the microphone button will turn the microphone on.

Figure 7-22

Microphone On
When the microphone is on, the microphone button will show a green circle behind the microphone. When on, the signal meter to the right of the microphone will be partially filled when you are speaking (Figure 7-23). The command **Microphone Off** or clicking the button will turn the microphone off. The command **Go To Sleep** will put the program into **Sleep** mode.

Figure 7-23

Microphone Asleep (Sleep mode)
In **Sleep** mode the microphone is on, but any incoming sound is ignored. The microphone button will show a purple oval (Figure 7-24). There may still be activity in the signal meter, but no action will be taken. The commands **Wake Up** or **Turn Microphone On**, or clicking the button will turn the microphone on.

Figure 7-24

Speech Mode Indicator

The upper right corner of the **Status** window indicates the current mode for MacSpeech Dictate. This will be either **Command**, **Dictation**, **Spelling**, or **Asleep**. **Command**, **Dictation** and **Spelling** modes will be indicated no matter whether the microphone is on or off. If the program is in **Sleep** mode, it will indicate *Asleep* instead of one of the active modes. MacSpeech Dictate returns to the last mode used when awakened from **Sleep** mode.

Current Profile

The lower right corner of the **Status** window indicates the **Profile** that is currently loaded into MacSpeech Dictate.

Recognized Text Indicator

As you speak, the words MacSpeech Dictate thinks you said appear below the **Status** window in white, shadowed text. Whether this text appears or not is determined by how the **Show "Recognized Text" Feedback** preference is set in **General Preferences**. The default is for the text to appear.

Available Commands window

Available Commands
Dictation Commands
Built-in dictation commands
- Capitalize The Word[s] "text" [Through/To "text"]
- Train The Word[s] "text" [Through/To "text"]
- Delete The Word[s] "text" [Through/To "text"]
- Insert After The Word[s] "text" [Through/To "text"]
- Insert Before The Word[s] "text" [Through/To "text"]
- Lowercase The Word[s] "text" [Through/To "text"]
- Select The Word[s] "text" [Through/To "text"]
- Uppercase The Word[s] "text" [Through/To "text"]
- No Space
- No Space On/Off
- Move Backward/Forward 1-99 Words
Globals
About this Application
Access Find Window
Bold That
Bring Dictate to the Front
Cache Document
Cancel This Operation
Capture Screen
Capture Selection
Command Mode

Figure 7-25

The **Available Commands** window, shown in Figure 7-25 for Mac OS X 10.5.x (Leopard), lists the commands available to use at any given time. The list can be scrolled if necessary, and will change according to what application is active. Different command sets can be shown or hidden by clicking the triangle next to their name.

The **Available Commands** window can be re-sized by dragging the grow handle in the lower right corner of the window.

Any command in the list can be activated by double-clicking its name, as well as by speaking it. Option-double-clicking a command name will open it in MacSpeech Dictate's **Command Window** for editing.

Recognition window

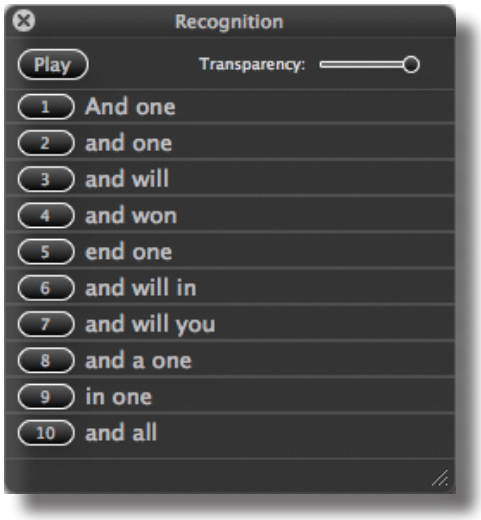

Figure 7-26

The **Recognition** window, shown in Figure 7-26 for Mac OS X 10.5.x (Leopard), lists the options for recognition of each word or phrase you dictate. You can choose one of the options listed in order to both correct the text, and train Dictate to improve accuracy. The list can be edited if none of the listed items are correctly recognized speech.

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For updates to this document, please check:

http://www.macspeech.com/support_center/

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